

WESTSIDE HIGH SCHOOL CLUBS & ORGANIZATIONS

SPONSOR RESPONSIBILITIES AND INFORMATION

Signature Required on Page 2

1. **Supervision**-- The **sponsor must be present** at all times whenever a club meets or has any activity.
2. **Safety**-- It is the sponsor's responsibility to **maintain student safety and security** at all times
3. **Certification of CPR/AED/FA** (Cardio-pulmonary Resuscitation, Automated External Defibrillator and First Aid) is now a state requirement for all campus-based personnel who participate in **UIL-sanctioned activities**. This **applies to clubs and organizations who participate in competitions**; if there are several sponsors for one such group, all must be certified. While we encourage certification and highly recommend it for those who travel (conferences, field trips, etc.), it is not a requirement if you do not compete.
4. **Integrity**--Sponsors are also responsible for the **integrity of all activities**, events and meetings. Please remember they should be held in an appropriate manner that reflects positively on our students and school.
5. **Athletic Forms-- Athletic clubs** involved in competition are subject to the same guidelines as WHS sports. This includes completion of required athletic forms and sponsor CPR certification.
6. **No Pass/No Play**--Clubs must adhere to **eligibility and TEA requirements. TEA No Pass/No Play** (House Bill 72) governs any extracurricular event that:
 - a. is a competition. This includes athletic events (whether they be UIL governed events or not), talent shows, academic contests, art contests, etc.
 - b. is associated and held in conjunction with another extracurricular activity. These include half time shows at sporting events, performances at intermission of plays, music played by the orchestra while another event is taking place, etc.
 - c. the general public is invited to. These include parades, ALL performances at pep rallies including club performances and speeches, after school performances, etc.
 - d. charge an admission. Any event, either during the school day or after school, whether it be held on the school campus or at another venue in which admission fees are collected, donations are mandatory or suggested as a prerequisite for admission, or tickets are sold, immediately makes the event extracurricular.
7. **Update Info as Needed**--Sponsors are responsible for **notifying Barbara Nassab of any material changes** (such as meeting times or location) to ensure accurate club information is publicized on our club posters and our website.
8. **Bash and Showcase Participation Required**-- Clubs agree to participate in any **school wide promotional efforts**, including the Back-to-School Bash (August) and the Community Showcase (November). Clubs also agree to participate in any **school wide recruitment efforts and activities**.
9. **Fundraising**—All fundraisers require advanced written approval from the Business Manager, Helen Tran. Sponsors should see Ms. Tran in person in A140 for forms and details.

10. **Facility Request**-- If you are planning a **special event** and need facility space at WHS or wish the event to be posted on the school calendar, please complete the *Facility Request Form*. The form is available on the school website on the facility page. Please be sure to read about eligibility, fundraising and publicity to see what is applicable given the nature of your event.
11. **Publicity Options:** Whether you're trying to build interest in the club, publicize a meeting, or promoting a fundraiser or special event, you'll need to know the **options for publicity**.
- PA Announcements, TV Slides, and TV Broadcast Announcements Create your own slide and **submit in jpeg or PNG format** by email to Barbara.Nassab@houstonisd.org two days before you want the announcement made. Include dates to run and pertinent information.
 - Flyers/Posters can be placed in the entrances to each house and in the stairwells with sponsor approval (please initial). Do not post flyers in the halls. If you have a major event and want posters or banners in the halls, please get prior approval from the administration or Barbara Nassab
 - eNews: To include an announcement or news article in the eNews, please send an email to the School Secretary at barbara.nassab@houstonisd.org and include infographic/photos when possible. eNews is published on Mondays (school-days only) and submissions must be received by Friday of the preceding week by 12 Noon. Weekend updates are welcome by 9 am on Monday morning. Late submissions will go in the next edition.
 - Social Media Posts: send to Barbara.nassab@houstonisd.org for posting on the school's Facebook, Instagram, or Twitter accounts
12. Westside High School reserves the right to disband any club or organization that does not comply with the rules set forth.

School Year: 20____ - 20____

Club/Organization Name: _____

- This club does not participate in Competition.
- This club participates in Competition and I have received (or am scheduled to receive) certification in CPR/AED/First Aid on _____. (Please provide documentation to the Ms. Nassab in the Main Office.)

Sponsor Name (Printed)

Sponsor Signature

Date

**Please sign and submit this form, along with Club Info Form,
to receptionist in the Main Office**