

# *Checklist for Clubs*

## **FIRST THINGS TO COMPLETE:**

1. Complete the Application for *Club Charter*.
2. Club description for website must be updated annually. Send club description, dates and times of meetings to principal or designee in order to post on the website.

## **DURING THE SCHOOL YEAR**

1. Take and record daily attendance for each meeting/event.
2. Submit monthly attendance to main office.
3. Create an email distribution list of the parents/guardians for the students that attend the club.
4. Use the email distribution list to send cancellations of any meetings or to send important information.
5. Notify main office of any cancellations of meetings.
6. Clubs should be dismissed at either 3:05 p.m. or 4:00 p.m. Students should not be permitted to be unsupervised after school.
7. Make sure all fundraising activities have been cleared by administration.
8. Have mid-year review with principal.

## **END OF THE SCHOOL YEAR**

1. Complete the end of year report.
2. Schedule an “end of the year meeting” with administration.