

Santa Fe High School Club Advisors

2014-2015

1. **ACTIVITIES CALENDAR**
2. **You must fill out an approval form for all school-related activities, on and off campus.**
3. **CLUB DAYS**
4. **Students will register during club sign-ups on August 26-28 during their lunch periods.**
5. **Membership cards should be issued prior to the first club day on September 3.**
6. **Membership cards must be presented to respective teachers prior to the student being dismissed from class.**
7. **Dismissal from class for a club is at the teacher’s discretion, based on performance or lack there of.**
8. **All club days will be held during the school day according to the assigned schedule.**
9. **Please be reminded that club advisors are required to supervise club meetings and all after school activities until the students are dismissed from said meetings and directed to leave campus.**
10. **FUNDRAISING**
11. **Fill out a fundraising form and return to the Activities Director, Libby Roberts.**
12. **Fill out a purchase order with the bookkeeper, Lois White.**
13. **Each club or organization may have one sale per semester.**
14. **Fill out the anticipated budget and return to the bookkeeper by October 1.**
15. **Club dues must be paid by September 5 and turned in to the bookkeeper.**
16. **Give students receipts for all money that is given to you. Receipt books available from Mrs. Lois White.**
17. **First semester fundraisers must be complete before a second semester fundraiser may be initiated.**
18. **Clubs must maintain a membership of not less than 25 for an advisor to be eligible for a supplement.**
19. **Students may not join any club if they are on the debt list. Please check this carefully!**
20. **Club members must maintain a 2.0 GPA.**
21. **SCHOOL MARQUEE**
22. **If you have any special requests for the school marquee on 441, please send to Libby Roberts by e-mail.**
23. **Every effort will be made to keep it up to date according to the school activities calendar.**

**Thank you for your cooperation! GO RAIDERS!**

Santa Fe High School Club Schedule

2014-2015

**September 3**

**October 16**

**December 4**

**February 13**

**March 12**

**April 21**

*1st period – FCA, FFA, Yearbook*

*2nd period – Key Club, French*

*3rd period – Raider Readers & Writers, Pre-Collegiate*

*4th period – Interact & Drama (eat 1st lunch and report*

 *to mtg.), Spanish (during 1st lunch),*

*5th period – Culinary Arts, BETA*

*6th period – SADD/STRONG*

*After School – Speech & Debate*

Homecoming Schedule

Theme – “Rise of the Raiders”

Club Sign-Ups August 26-28

Club Day September 3

\*Elect your club sweetheart/heartthrob

 \*Sign up for skit for Raider Rally

Skit Sign-Ups September 4-5

Final Skit Write-Up due to Libby September 15

Skit Auditions No formal audition will be held.

 Sponsors are responsible for

 making sure that the skit is

 appropriate and prepared.

Tape Raider Rally Skits September 16-17

(before & after school)

Raider Rally Practice (after school) September 23-24(MANDATORY)

Raider Rally@ 7pm September 25

Homecoming Game Friday, September 26

 vs. Interlachen Rams

**Freshmen Success Day – August 19, 2014**

**Club:**

**Sponsor:**

**Representative(s):**

**Purpose of Club:**

**Criteria for Selection:**

**Criteria to Maintain Active Membership:**

**Annual Dues:**

**Competitions:**

**Conferences:**

**Open to what Grade Levels:**

**Additional information to promote the club:**

\*\*Please select a representative to address the above listed items during Freshmen Success Day. Please complete and provide a copy to me so that I can put the information in a document that will be included in the freshmen packet in their class bags.