

## **DISTRICT-SPONSORED COCURRICULAR AND EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS**

Any person wishing to form a school-sponsored activity or organization must complete the following steps:

- A sponsor who is an employee must be selected. This person must submit to a background check if a recent one is not already on file.
- An application to the building administrator must be completed and submitted for approval. Include all applicable constitutions and/or bylaws that will govern the organization.
- All clubs and organizations must operate within the framework of the law, Board policy, administrative procedures and the parameters of the instructional program.
- The sponsor must be present at all meetings and activities of the organization.
- All clubs and organizations must be approved by the superintendent or designee before holding any meetings or activities, other than completing the steps for formation.
- All sponsors must submit annual reports describing all activities undertaken during the year and a list of members to the \_\_\_\_\_ (person) by (date) of each school year.
- All sponsors must notify the building principal of the dates, times and locations of meetings and reserve school facilities through the school calendar.

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*Note: The reader is encouraged to review policies and/or forms for related information in support of this administrative area.*

Implemented: **January 16, 2008**

Revised:

Boonville R-I School District, Boonville, Missouri

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