



**Student Club and
Organization Handbook
2024-2025**

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Welcome

At Vero Beach High School (VBHS), we seek to enrich the education of all students and provide ample opportunities for student involvement. Clubs are a great way to get connected on campus, enhance leadership skills, and forge new friendships.

This handbook is to support either the leader of a currently established club/organization at Vero Beach High School or a teacher/student interested in starting a new one. Leading or establishing a club requires a lot of time and effort but is also highly rewarding. This handbook is designed to be a resource to you and will address various topics that are pertinent to clubs. Club Leaders and Advisors should read the entire handbook.

Thank you for taking the time to read this handbook and for your willingness to serve in a leadership role on campus. We look forward to partnering with you in the year ahead!

Supportively,

Administration

Establishing a Club or Organization

Step One

Any group of students desiring to form a new student club or organization, must complete and submit the forms below to the Assistant Principal in charge of Student Activities.

1. Club Proposal Form (page 12)
2. Advisor Consent Form (page 10)
3. Parent Consent for student leader for the club (page 13)

The Assistant Principal will work with the Administration team in the application process of a new student club or organization.

Please note, all club proposals are student led. Also, all club proposals will need to identify a teacher sponsor, prior to submittal of application.

Step Two

The application form will be reviewed by the Assistant Principal of Student Activities and the Administration Team. At this stage, any of the above offices may ask for more information or clarification. Any club planning on consistently using campus or community athletic facilities or fields will be required to meet with the Assistant Principal over Facilities to discuss usage policies and procedures. The Assistant Principal of Facilities will communicate with the Administration team once this requirement has been met. Failure on the part of the club to do so, may result in loss of club status and privileges.

Step Three

Upon approval from the Assistant Principal of Student Activities and the Administration Team, the club will receive official recognition from Vero Beach High School.

At this time, a Parent notification/consent form should be provided to ALL members, upon their enrollment as a club member.

A club member list must be provided upon the second meeting to the administration team.

Maintaining Club or Organization

Teacher Sponsor/Advisor

Teacher Sponsors/Advisors are integral to the success of student clubs and organizations but are not their president or the primary leader of the organization. Advisors can work with student groups outside of the formal classroom setting, assisting them in developing programs which promote and enhance the educational mission of VBHS. Advisors should work with student organizations in an advising capacity, but not dictate the organization's programs or activities. However, advisors should be frank in offering suggestions, considerations, and ideas, as well as discussing possible consequences.

Each club and organization are required to have an advisor who is a full-time staff or faculty member (unless approved by Administration). Clubs and organizations will not be recognized by VBHS without an advisor. Should an advisor leave mid-year, the organization will not be allowed to access funds or sponsor new events until a replacement advisor has been found.

In the spring, advisors must be re-approved even if they have advised that group or other groups in the past, as the dynamics of the group or the advisor's workload and role on campus may change. All advisors are expected to understand and abide by their Advisor Duties (see below). Advisors are held accountable in advising their clubs and organizations by the Administration Team. A demonstrated inability to fulfill their advising responsibilities or to keep up with their full-time work may result in the advisor being asked to step down from their advisor role.

If conflict or concerns arise between the club leadership and the advisor, contact the Assistant Principal over Student Activities. The Assistant Principal of Student Activities will work with both parties to seek a solution.

Registering a Club or Organization

Club Proposal Forms should be submitted by the last calendar school day in August. If a proposal is not submitted, a newly formed club could jeopardize its ability to register with VBHS as an official club/organization. Administration reserves the right to approve or deny any club proposal forms after the August deadline.

Reregistering for the Next School Year

Each club and organization must submit a Club Exit Form by the second Monday in April. Administration, will review the form and grant renewal based on the following provided information:

- Names of officers and advisor(s).
- Goals and objectives.
- A copy of the Student Organization Advisor Consent Form signed by the club advisor, who must be a full-time VBHS faculty/staff member who agrees to abide by the “Roles of the Advisor”.

In conjunction with the club exit form, the club must retain at least 3 active members to maintain active status. However, exceptions may be made at the discretion of the Administration Team if the nature of

the club requires a smaller participation. During the summer, the incoming leader or a designated club contact should be responsive to any emails from the Teacher Sponsor/Advisor or Administration.

Community guest

The Club may invite guest speakers to attend meetings on occasions. The guest must register with the school district as a formal volunteer. The club advisor is responsible for ensuring that all guest are registered as formal volunteers. Community guest may not be on campus without formally registering.

Club Sponsors:

If the club is sponsored by an entity that is outside of the school district, the Facility Use procedures must be employed. The club advisor is responsible for ensuring that all third-party entities have completed the Facility Use procedures. Examples of outside entities are community organizations, businesses, and churches. Sponsors may not be on campus without formally registering.

The club advisor can access the [Facility Use Handbook on the district website at: Sharepoint/Handbook Director/Facility Use Handbook.](#)

Travel Policies/Chaperones

Club events off campus must employ the District’s field trip procedures. The club advisor can access the Field Trip Manual on the district website at: [Sharepoint/Handbook Director/Field Trip Guidelines Manual](#)

A Day Trip Request or Over Night Request Form, must be completed for any club trips. The Teacher Sponsor/Advisor will use the Request Form to document the objective, how the trip links to the curriculum, what instruction will occur prior to the trip and what follow up activities will strengthen the learning after the trip. **This form must be submitted to the Principal by September 15th.**

In addition to submitting a travel form, any clubs that will be making Day Trips or Overnight Trips, will need to secure a chaperone(s).

If a club fails to comply to these requirements, it is possible they will not be reimbursed for their trip, even if the trip budget has been approved.

If Teacher Sponsor/Advisor has any questions about travel forms or chaperone policies, please contact the Assistant Principal over Student Activities.

****Please see the FIELD TRIP GUIDELINES MANUAL, provided by the School District of Indian River County, for more detailed information. ****

Responsibilities, Rights and Privileges of VBHS Clubs/Organizations

Each official VBHS Club or Organization shall enjoy the following responsibilities, rights, and privileges on the VBHS campus:

A. Communication and Responsibilities-

Remind (formerly known as Remind101) will be the communication platform for secondary schools

All clubs/organizations should maintain excellent lines of communication with the Assistant Principal of Student Activities, Teacher Sponsor, and Administrative Team. Club leaders must be able to provide updates to club members and administration, as well as meet during the semester when necessary.

B. Advertising/Campus Displays

All approved clubs/organizations enjoy the right to advertise on approved campus bulletin boards. Fliers and promotional information not associated with student organizations and academics must be reviewed before posting around campus.

- Advertisements, fliers, posters, etc. may be placed on campus building windows, or painted surfaces.
- Bulletin boards are available in all buildings for the posting of fliers/posters. Fliers and posters may be attached with painter's tape. All fliers posted with anything else will be taken down.
- All posted materials should be removed within 24 hours of the completion of the event. Please take responsibility for your event, including removing advertisements that are no longer applicable.

C. Facility Reservations/Event Planning

All events held on campus require that you submit an Activity Permit (Bookkeeper has copies). Also, events held on campus, that require the use of a facility (Gyms, Athletic Fields, PAC), will need to complete a Facility Use Request. The Facility Use Request Form will be submitted to the Assistant Principal over Facilities. After your event has been approved, you will receive notification. Request

should be submitted at least two weeks before the event date. Keep in mind that Administration has the right to deny any event based on scheduling conflicts or the inability to service the event.

D. Property Damages

All organizations using campus property, equipment or facilities must maintain areas in good order. The organization is automatically responsible for any damages incurred or any items not returned. It should also be noted that organizations utilizing facilities or materials from an off-campus merchant or establishment accept full responsibility for any damages incurred or items not returned.

E. Overnight Trips or Day Trips

All club/organization functions held off campus from Vero Beach High School, or any trip involving an overnight stay off-campus must be accompanied by the club/organization sponsor or another faculty or staff member asked in advance and approved by the Administration Team.

F. General Rights and Privileges

Each approved campus club or organization may:

- Host a Table or Booth at Club Rush
- Submit for news coverage by the *Chieftain*, or other forms of public information initiated by VBHS.
- Sponsor an activity, speaker, or project on campus solely or jointly with another approved campus club/organization.
- Purchase/Design Club T-Shirts (allowable by Dress Code)

Emergency Procedures/Injury and Incident Reporting

General Safety and Security Procedures

For club/organization related incidents that occur on/off campus, the Advisor should immediately call the Assistant Principal on duty. In case of serious injuries or threatening events, Advisors should always call 911 and then should call the Assistant Principal on duty to inform them of the situation.

Advisor Duties

1. Provide Guidance

- Assist club leadership in setting goals.
- Assist in the orientation of new club leaders.
- Provide oversight of documentation of past events and club information to be passed on to new leaders each year.
- Attend club meetings regularly enough to assure knowledge of the organization's work, as well as familiarity with the members of the organization so they feel comfortable going to the advisor for assistance.
- Take responsibility for handling all communication between the organization and Administration.
- Help students keep academics as a priority. When the advisor discovers or is notified that a student involved in an organization or publication is demonstrating poor academic performance, the advisor should suggest that the student curtail or end his or her involvement.

2. Oversee Programming & Activities

- Know about planned programs and offer input, advice, or criticism before and after the event and/or publication.
- Attend events sponsored by the club/organization.
- Serve as the primary chaperone on any trips the club may take during the school year.
- The advisor has the authority to postpone an event or program if deemed inappropriate until further review.

3. Interpret Policy

- Encourage the organization and its officers to be familiar with VBHS policies and why they exist. Some relevant policies can be found in the Student Club and Organization Handbook, Student Handbook, SDIRC Field Trip Guidelines, and Facility Use Request Form.
- Questions of interpretation should be directed to the Administration Team.

4. Supervise Finances

- Make sure the organization is aware of the proper financial channels for student clubs/organizations at Vero Beach High School. Please reference the Student Club and Organization Handbook for additional details.

CLUB/ORGANIZATION ADVISOR CONSENT FORM

Name of Student Club _____

Name of Club Student Leader _____

Name of Advisor _____

Advisor Job Title _____

Advisor Department _____

Advisor Phone Number _____ Email _____

Please put a check mark on the following to confirm your assent.

- I am a new club advisor **or** I am a returning club advisor
- I am a full-time employee of Vero Beach High School
- I agree to the following four duties as outlined in the handbook: provide guidance, oversee programming and activities, interpret policy and supervise finances for the club.
- I understand the process of reporting injuries if they are to occur
- I understand the Student Code of Conduct and will encourage club members to abide by those standards.

Your signature below confirms that you are a full-time faculty or staff member of Vero Beach High School, you have read and understand the Student Club and Organization Handbook, and you consent to take on the responsibilities of the advisor of the above-named group for the academic year.

*Please return the completed form to the Assistant Principal over Student Activities

CLUB EXIT FORM

*Due by the Second Monday in April

Club Name: _____

Club Leader: _____

Things that went well this year:

- 1.
- 2.
- 3.

Things that can be improved for next year:

- 1.
- 2.
- 3.

Next Year's Club Leader(s)-please indicate a treasurer, if any:

1. _____
2. _____
3. _____

Next Year's Proposed Faculty/Staff Advisor: _____

2024- 2025 Vero Beach High School Club Proposal

What a great decision to propose a student club at Vero Beach High School! By taking an active role in our school community, you are helping to improve the educational experience for yourself and your peers. Please complete the form below indicating all the required information*. Once your proposal is submitted to Ms. Vanessa Gonzalez, the information will be reviewed and will be either approved or denied. A final list of approved clubs will be available on our school website and in our front office at both campuses. If you have any questions, please refer to page seven of the VBHS Student Handbook and/or Ms. Gonzalez.

***Date:** _____

***Name of Club:** _____

***Name of Student(s) Proposing Club:**

***Name of Club Sponsor and Signature:**

***Club Mission/Objective:**

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***Meeting Dates, Times, Location:** _____

***Potential Number of Members:** _____

-Office Use Only

Date Received: _____	Additional Information:
Approved: _____ Denied: _____	_____
Rahshard Morgan _____	_____
Shawn O'Keefe _____	_____

2024- 2025 Vero Beach High School Parent Consent

School: Vero Beach High School

Date: _____

Student Name: _____ Student ID # _____

I, as parent or legal guardian of a student enrolled in Vero Beach High School, hereby give my consent and permission for my child to become a member of and participate in the activities of the following school club/organization: _____.

Print name of Club/Organization

Furthermore, I agree to hold harmless the School District of Indian River County to identify them against any and all claims, demands, judgements, court costs, attorney fees, and liabilities of every kind and nature whatsoever in connection with the administration of and any injury or claim associated with these activities.

This document provides consent for the student named above to be a member of the listed Club/Organization for the 2024-2025 school year. Please be advised, the club sponsor will be calling you to explain the objective/mission of the club and other pertinent information.

Click or tap here to enter text.

Parent/Guardian Printed Name Parent/Guardian Signature Phone #

Office Use Only

Club Sponsor Signature Date of Parent Contact

Additional Information:

DAY TRIP REQUEST

Teacher (s): _____ Grade Level: _____ Date Completed: _____

Trip Requested/Dates/Time: _____

Location of Trip: _____

of Students _____, # of Chaperones needed _____ (1 per 10 students)

Type of Transportation to be utilized: _____

Estimated Cost and funding source: _____ (We plan to charge \$ _____ per student.)

Objective: _____

Florida Standard(s):

How does the trip link to curriculum? (Educational Purpose/benefit)

What instruction will occur prior to the trip?

What follow up activities will strengthen the learning after the trip?

Will there be any special exposures, or any unusual aspects of the trip identified including, but not limited to:(swimming, boats, or in/around water, animals, outdoor education)?

Principal's Signature _____

OVER NIGHT TRIP REQUEST FORM

Date Submitted _____ **Date of Trip** _____

This form is to be complete, signed, and returned to the Bookkeeper FIRST at least 60 days prior to the date of the activity.

The (organization or class) _____ requests permission to sponsor the following field trip

(Activity name)

This trip will depart on _____ (date) at _____ (time) and return on _____ (date) at _____ (time).

Destination _____

Accommodation Location (overnight only) _____ tel. # _____

The academic purpose of this trip is (specify student performance standards):

What instruction will occur prior to the trip? _____

What follow-up activities will strengthen the learning:

(please add a separate sheet of paper)

We plan to charge \$ _____ per student.

Number of students attending _____ # Of Chaperones _____ (1 per 10 students)

Parental permission slips must be on file with the front office at least one week in advance of the trip.

Copies should be retained with the teacher on the trip.

Please attach a list of the Chaperones to this sheet

Transportation Company _____ Tel. # _____

Sponsor's name _____

Work tel. # _____ Cell tel. # _____

Is there a "per student" charge? _____ If yes, how much? _____

Is a substitute teacher needed? _____ Approximate cost of substitute teacher _____

Approval of Request:

_____ Sponsor/Person Requesting

_____ Risk Management/Insurance Approval

_____ Back up Sponsor

_____ Administrator Signature

_____ Bookkeeper

_____ School Board (if necessary)

_____ Activities Director/ A.P.