

Plainfield High School

A place where scholars persevere through persistence and patience!

Clubs & Class Advisor Handbook

2023-2024



MOVING PLAINFIELD PUBLIC SCHOOLS FORWARD

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PURPOSE & PHILOSOPHY

The value of any organization or extracurricular activity comes from its contribution to the social and cultural growth of the student. Opportunities to explore interests outside of the classroom are an important piece of the Plainfield High School culture. Participation in clubs fosters positive school identities. To ensure that extracurricular activities receive proper direction, and are optimally run, it is necessary that administration and informal school leaders provide guidance and parameters, while setting clear expectations. As educators, we are concerned with the total growth of our students, and as such, we must be willing to assume a share of the responsibility to encourage student participation, while providing direction and adequate support.

The success of the clubs and organizations, to a large extent, will depend upon the leadership, counsel, and assistance provided by the advisor. When accepting an appointment, it is expected that the advisor will devote sufficient time and effort to successfully complete the required responsibilities.

The purpose of this handbook is to guide each advisor in the planning and organization of club and class activities. The main responsibility of an advisor is to “advise” members in their responsibilities and roles. And as such, all recommendations regarding club and class activities must be approved by the advisor(s) prior to final decision. This guidebook is not all inclusive. Any communication with previous advisors will greatly assist with the success of your role as an advisor. This guidebook contains information that applies specifically to clubs and class activities at Plainfield High School.



APPROVED CLUBS & ORGANIZATIONS

The following clubs and organizations have been approved by the Plainfield Board of Education to function within Plainfield High School. As such, they are permitted to operate if they adhere to the guidelines established by the school administration and District. *Clubs marked with an asterisk are new.

9 th Gr. Class Advisor	10 th Gr. Class Advisor
11 th Gr. Class Advisor	12 th Gr. Class Advisor
Anime	Art
Audio/ Visual AV	Biliteracy SEAL
Black Student Organization	*Blogger – Creative Writing
*Calculator Cardinals – Math Club	Ceramics
*Chess	Chorus
Dance	Debate
DECA – Marketing	Dramatics
eSports	FBLA – Future Business Leaders of America
Graduation (spring work detail)	*Hiking – Outdoors Club
Horticulture	HOSA – Allied Health
Hydroponics	Investment Finance Club
Jazz	LASO – Latin American Student Organization
Library Club	LYE – Love Yourself Enough Girls’ Group
National Honor Society	Photography
*Queen City Readers – Book Club	Robotics



ROTC	Sewing
Ski	Spanish Honor Society
Student Council	Treasurer
Vanguard	Yearbook
Young Men's Club (YMC) – Mentoring	

HOW TO START A CLUB

Students interested in forming a club/organization must have a clear purpose or mission, two club officers, a minimum of ten interested members, a faculty advisor, and a specified meeting time and location. Clubs must be open to all Plainfield High School students except for clubs that require an audition. All students must be eligible to audition for these noted groups. Students should submit the club application to the principal's designee for approval during the 1st marking period of the school year. Approval takes approximately 2-4 weeks. Applications for new clubs will not be accepted in the fourth marking period.

Clubs and organizations exist for the purpose of enriching student experiences and the Plainfield High School community. PHS clubs are not the same as PHS community service groups. Students do not receive community service hours for participating in clubs. Organizations with the intent to spend most of their time off campus or those that convene remotely online will neither be approved nor considered for official club status carrying compensation for the advisor.

RULES AND GUIDELINES

All clubs and organizations must adhere to the following guidelines to be recognized and operate as a PHS club:

- All clubs must be approved.
- Membership in a PHS club must be open to all students enrolled at Plainfield High School.
- Clubs must follow school policies and procedures.
- Clubs must have a PHS staff or faculty member serve as an advisor.
- Clubs must remain active (hold regular meetings) to remain on the list of approved clubs.



- Ultimately, the number of club meetings, and as reflected in sign-in sheets and highlights furnished to administration, as well as the observed level of student engagement, determines the rate of compensation, and any needed year-to-year adjustment, for the given advisor, and in keeping with the contractual unit formula.
 - See Compensation section for further detail.
- All club activities, meetings, and events must have appropriate supervision. Advisors must be present for the duration of club meetings/activities.

Clubs that do not conduct meetings regularly will be removed from the list of PHS active clubs.

SELECTION OF ADVISORS

1. For club openings, an advertisement will be submitted through school email (internal candidates only) and qualified candidates may be interviewed by PHS administration.
2. Upon completion of the vetting process, advisors will be recommended by the school principal and subject to the approval of the Superintendent of Schools and the Board of Education. A resolution carrying club advisor stipends will be drafted by principal or designee for consideration of Board agenda inclusion.
3. Whenever a vacancy occurs, there will be communication of the open position. Seniority, experience and education may be considered in the appointment.

ADVISOR RESPONSIBILITIES – EXPECTATIONS & PROTOCOLS

- Once the position of advisor has been accepted, the advisor automatically assumes full responsibilities of the club/organization.
- The advisor must assume responsibility for advising and monitoring all activities involving the club or organization.
- The advisor is expected to be present at all the functions carried out by the group from the beginning of the activity to the end (meetings, fundraisers, community service initiatives, and all other club related activities).
- The advisor is expected to notify the principals' designee at least one



week in advance when parents volunteer to chaperone any club, event or activity.

- It is the responsibility of the advisor to inform parent chaperones of any school rules and procedures and to enforce school rules and procedures during a club event or activity.
- Club advisors are responsible for ensuring that club members follow procedures regarding the handling of finances, student roles and responsibilities, field trips, communication, resolving conflict, etc.
- If a club advisor cannot be present at a club activity or event, it is the advisor's responsibility to secure a qualified PHS staff member. If the advisor does not have a replacement the occasion must be cancelled or rescheduled.
- In November and April advisors will be responsible for uploading the following documentation to a designated share drive for payment:
 - All meeting sign-in sheets
 - Highlights/ narrative detailing club activities, events, accomplishments and/or outings
 - A list of all active club participants and officers
- In June, advisors will be asked to renew their club for the following school year. During this time, they will affirm the accuracy of their mission and update their student leadership for the next school year.

COMPENSATION

- As per the PEA contract, club advisor compensation is calculated on a per unit basis; one unit (\$374) entails a minimum of 10, 45-minute meetings.
- Typically, and as a past practice, clubs are compensated at the 4-unit rate (\$1,496). With approximately 40 weeks in a given academic year, this means that clubs carrying the typical 4-unit stipend for advisors meet on a weekly basis.
 - Exceptions: As per the PEA contract, a number of extracurricular advisor roles, such as National Honor Society advisor, student government advisor for given grade levels, Audio/ Visual coordinator, and Yearbook editor, are compensated at different, pre-determined rates – and outside of unit formula – previously established during prior contract negotiations.
 - See Extracurriculars segment of PEA contract.



- Some clubs convene more than once weekly, and as reflected in the number of units applied to the compensation formula.
- Some club advisor compensation rates might be adjusted from year to year upon administrative review of club records, such as sign-in sheets, participation rate, club highlight reports, and observed levels of student engagement.
- Stipend Disbursement: Where possible, and in keeping with past practice, stipends will be disbursed in two lump sums, with the first installment coming around mid-academic year in January, and the second installment coming in May.

LEVERAGING THE “SKINNY PERIOD”

The newly introduced master schedule presents novel opportunities to engage our students, and particularly during the flex period, also dubbed the "skinny period". During this time, club advisors are welcome and encouraged to promote their clubs, actively recruit for new members, and even convene with club participants for short burst meetings and activities.

While not required, it is anticipated that club advisors would strategically leverage this unique, open format time frame to enhance the given extracurricular offering, while also table setting for engaging after school activities. To be clear though, club meetings that take place during the school day do not supplant after school meeting times. By design, clubs and extracurriculars are still to be held after school, and the unit formula (*see Compensation section*) will be used to determine compensation.

It should be noted that administration will be monitoring club engagement levels during the "Skinny Period" to best determine whether adjustments to unit-based compensation (*ex. moving from a 4-unit scale in 23-24 to a 6-unit scale in 24-25*) might be warranted for the following academic year. As such, club advisors are expected to maintain sign-in sheets for both Skinny Period gatherings and activities, as well as regular after school meetings. And again, all such documentation is to be uploaded to the provided share drive.

FIELD TRIPS

Travel is permitted by clubs with approval from administration. At least six weeks lead time is expected for in-state travel, and provided that the given venue is on the pre-approved field trip list, which is available to club advisors for review upon request. Out of state travel requests,



including NYC day trips, require a minimum of two months lead time, as charter buses often need to be secured and all out of state travel must be Board approved.

- See Field Trip Request Form.

Advisors wishing to take their group on a field trip should follow standard school field trip guidelines. Generally, groups are expected to utilize their own funds established via fund raisers for field trips.

FUNDRAISERS

- All fundraising must receive prior approval from the building principal or designee.
 - See Fundraiser Request Form.
- All fundraising should not last longer than two (2) weeks unless approved by the principal or designee.
- Bake sales and other food item sales are permitted only before or after school.
- All Monies earned are intended to sustain and enhance the club operation as stated in the club application.
- Electronically based transactions, such as Venmo or Paypal, are prohibited. Equally, Go Fund Me or similar site-based fundraising is strictly prohibited.
- Paraphernalia is not allowed to be ordered without prior consent and design approval (if applicable) from the principal. Please see principal/designee with questions regarding fundraising, sales, or approvals.

FINANCES

- All money must be deposited in the appropriate account within the Student Activities Fund. Clubs may only raise money for purposes expressed on their club application form.
- Money raised is not the property of the members. Any surplus funds at the end of the school year will remain in the account as long as the club remains active. If the club goes dormant, inactive or comes to an end, funds will be transferred to the general student activity account.
- All funds should be used in the academic year they were raised and not keep accumulating over multiple years (unless the money is for a preapproved multi-year project).
- Raffles and all other games of chance are prohibited activities by the state of NJ.



- All money raised and collected must be turned in to the principal's secretary the same day, no later than 24 hours of receipt.
 - See Fundraiser Deposit Form
- Advisors cannot submit a receipt for reimbursement. They must request that a check be processed directly to the vendor. Payments made to individuals without receipts are **not permitted**. Please see the school treasurer regarding maintaining and managing a student activity account.
- All clubs and classes must maintain a ledger book with accurate up-to-date treasurer's records. The class/club will elect a treasurer, or the advisor may select a treasurer. This ledger may be subject to audit by the principal/designee at any time.

COMMUNICATION & CLUB PROMOTING

- Signs/Posters – Students are encouraged to hang signs throughout the school to promote their events, to recruit, or for special accomplishments. Please have signs approved and stamped by principal's designee before reproducing and posting. Please remove your signs once the activity has occurred.
- PA Announcements – Due to the overwhelming number of daily announcements, clubs will be limited to announcements that promote events or opportunities beyond their regularly scheduled meetings.
- Homeroom visits – If your organization wishes to visit homerooms to hand out information, fundraise, or promote club activities, you must sign up for a designated day with the principal/designee at least two weeks in advance.

CLASS OFFICERS

The following positions and descriptions are guidelines that are ideal for every student club/organization and Class at Plainfield High School. The list of positions below shall be included but not limited to the government of all clubs. Please note the below positions and duties that are to be facilitated by the advisor.



President:

- Lead all meetings
- Give assistance, guidance, and praise to student body.
- Act as a facilitator contact with faculty, administration, and the Board of Education when needed.
- Work with the advisor on all planning.
- Participate in all class activities/events.

Vice President:

- Work closely with President.
- Assume President duties when needed.
- Work with President & Treasurer in preparing class events and budgets.
- Assis the President in preparing meeting agendas.
- Participate in all class activities/events.

Treasurer:

- Oversee all expenses and revenues (with advisor).
- Maintain accurate and detailed financial records.
- Assist with monetary decisions related to events and activities.
- Collect all student dues.
- Administer payments/deposits (with advisor approval)
- Work with President & Vice President in preparing calendar events and budgets
- Participate in all class activities/events

Secretary:

- Keep an account of minutes at every meeting
- Keep an accurate account of attendance at every meeting
- Help maintain all class files
- Help maintain contact information for student body and for others that are needed
- Participate in all class activities/events

Class Advisor Duties

The responsibilities and action items listed below serve as guide for planning and organization of all activities related to the freshman, sophomore, junior and senior class. It is the responsibility of class advisors to meet all communication, approval and document requirements for student class activities as required by building and district policy.



FRESHMAN ADVISOR

- Meet with class officers to discuss activities for the current academic year.
- Establish class dues and/or approve and supervise fund raising activities.
- Must conduct at least three (3) fundraisers during the academic year.
- Conduct and supervise all class meetings.
- Organize meetings with class officers to plan school year activities.
- Attend and supervise all class functions (homecoming, class meetings, dances, class trips, etc.).
- Assist class officers in balancing the class activity account.
- Conduct class officer elections..
- Maintain consistent contact between class president and advisors

SOPHOMORE ADVISOR

- Meet with class officers to discuss activities for the current academic year.
- Collect class dues and/or approve and supervise fund raising activities.
- Must conduct at least three (3) fundraisers during the academic year.
- Conduct and supervise all class meetings.
- Organize meetings with class officers to plan all school year activities.
- Attend and supervise all class functions (homecoming, class meetings, dances, class trips, etc.).
- Assist class officers in balancing the class activity account.
- Conduct class elections.
- Maintain consistent contact between class president and advisors.
- Ensure that communication is being made with parents/families regarding class activities and events.

JUNIOR ADVISORY

- Meet with class officers to discuss activities for the current academic year.
- Collect class dues and/or approve and supervise fund raising activities.
- Must conduct at least three (3) fundraisers during the academic year.
- Conduct and supervise all class meetings.
- Organize meetings with class officers to plan school year activities.
- Attend and supervise all class functions (Homecoming, class meetings, dances, class trips, etc.).
- Assist class officers in balancing the class activity account.
- Conduct class elections.
- Maintain consistent contact between class president and advisors.
- Ensure that communication is being made with parents/families regarding class activities and events.
- By the end of December, finalize with administration the date and venue for



the senior prom.

- By the end of December, finalize two options for the senior class trip location (if applicable).
- If applicable, form subcommittees to assist with decisions regarding Junior prom (this group will meet twice per month to discuss theme, music, pictures, public relations, decorations, tickets, and program design).
- Collaborate with yearbook advisor regarding appointments of senior portraits.

SENIOR ADVISORY

- Meet with class officers to discuss activities for the current academic year.
- Collect class dues and/or approve and supervise fund raising activities.
- Must conduct at least four (4) fundraisers during the academic year.
- Conduct and supervise all class meetings.
- Organize meetings with class officers to plan school year activities.
- Attend and supervise all class functions (homecoming, class meetings, dances, class trips, etc.).
- Assist class officers in balancing the class activity account.
- Conduct class elections for the following school year.
- Maintain consistent contact between class president and advisor.
- Ensure that communication is being made with parents/families regarding class activities and events.
- Conduct class vote on top two choices of senior class trip (if applicable).
- Coordinate and oversee the *Passing of The Torch Ceremony*.
- Organize the senior breakfast or brunch.
- Coordinate and oversee all details of the senior prom, including but not limited to the following work detail:
 - Photographer, theme, DJ, announcer, ticket & program design, prom favors, chaperones, safety procedures and protocols
- Assist the graduation committee with overseeing and executing the graduation ceremony.
- Assist class officers with the purchase of a “class gift” to leave to the school in honor of the current class.

This handbook serves as a guide for all student organizations. Advisors are expected to read and understand the content and recognize that all organizations will be held accountable for operating within the parameters, policies and procedures described within. This document is intended to be a summary; it is NOT a comprehensive listing of all rules and regulations pertaining to the school and student organizations. The building and the district reserve the right to change any procedure or policy stated within without prior notice.



Verification of Understanding & Adherence

All advisors must acknowledge that he/she fully understand and commit to adhere to the policies and procedures set forth in the Handbook by completing the Signature portion of this document.

By signing this form, I _____, acknowledge that I have received, understand, and agree to adhere to the policies outlined in the most current version of the PHS Clubs & Class Advisor Handbook.

I, _____, also acknowledge that any violations of the policies set forth in this handbook may lead to but not limited to removal of the position and/or other disciplinary actions.

Print Name: _____

Signature: _____