



Indian Hill PTO

Club Sponsorship

Club Guidelines and Procedures

It is the desire of the Indian Hill administration and parents to increase the availability of school clubs for the children. The PTO mission statement affirms that the IHPTO is organized for the purpose of supporting the education of children at all Indian Hill Schools by fostering relationships among the school, parents, and teachers. In the interests of supporting education and fostering relationships, the IHPTO proposes to sponsor school clubs for the Indian Hill School District. Note that this document applies only to PTO sponsored clubs, and not those run separately by the school administration at the ES.

The objective of IH PTO supported clubs is to provide an enriching experience to our students with activities that are safe, age appropriate and of interest to a broad range of participants. This document aims to help in particular clubs that are not being run by a professional organization by enabling money collection and payment through the PTO Treasurer.

Sponsoring a IH PTO Club:

A club sponsor may be any one associated with the IH school district who would like to propose a club and manage its operation. This person may or may not be the actual instructor. For insurance purposes, the club sponsor must be a member in good standing of the IHPTO for the current school year.

The Sponsor contacts either the principal or Program Chair of the school the club will benefit or the IH PTO Vice President. The Program Chairs (PC) at each respective school will manage the process of approving the proposed club with school administration and the PTO. This will include reviewing the club purpose, cost for families, choice of instructor(s), location and timing. The PC will be responsible for coordinating with all relevant parties to ensure the registration check list document (**Sponsor Checklist Document 1-1**) for each club is complete. The PC will not be responsible for recruiting parents to lead clubs, or for recruiting participants.

New Club Proposal Process

The club sponsor completes the New Club Proposal Form (**Document 1-2**) and submits it to the Program Chair. The PC, the IH PTO VP and the principal(s) at the school(s) involved will review and approve the club according to the following:

- 1) The final decision as to whether a particular school club is appropriate for a school in the district will be made jointly by the principal of the school for which the club is proposed and the PTO.
- 2) No club will be approved before a written proposal is submitted and a background check is completed on the instructors identified.

- 3) Every club instructor, whether parent or professional, must have a background check and have clearance to be on school grounds. They must provide a valid government issued ID and fingerprints.
- 4) The IH PTO reserves the right to decline a club request for any reason.

General Operation

FINANCES ---The clubs may use the PTO bank accounts as a “pass through” for monies generated and paid out for the club. Expenses must be equal or less than the revenue generated so expenses must be detailed before a price is set to ensure breakeven or profitability. The PTO will not provide funds for the background investigation. The instructor must reimburse the IH PTO (approximately \$50) for the expenses of conducting the background check. The cost of the back ground check should be built into the clubs financial sheet. The club must submit to the PC all financial information (i.e. a brief income/expenses statement) along with a Program Evaluation Form (using parental input). Any money not spent at the end of the school year will remain in the club budget to be carried over for use in the club during the next school year. Any carried over money can be kept for a maximum of 1 year if the club does not continue the following school year – then, if the club ceases to continue, any money will be returned to the general PTO budget.

SCHOLARSHIPS---If a child is (confidentially) identified by school administration as needing financial assistance to join a club, the PC will work with the club sponsor to build the cost into the program or waive the student’s fee. The IH Boosters Association and/or the Indian Hill Foundation should be used only in extreme cases or as a last resort. To obtain funds the PC must go through the IH PTO board to request funding from the Boosters or the Foundation. Any child requesting a scholarship shall remain anonymous, to the extent possible.

FACILITIES--District facilities are on a first come first served basis. Please have all facility requests in ASAP. The Principal(s) will review facilities requests documented in the Club Proposal Form and will inform the PC and club sponsor of availability.

COMMUNICATIONS --The IHPTO will advertise the after school clubs on their website and in E-Blasts to parents. All communications for E-Blasts must be submitted to the PC on Wednesday for publication on the following Tuesday. The IHPTO reserves the right to edit all materials or delay publication of material. Working with the PC will ensure the proper method of communicating in each school in the district.

STUDENT CONDUCT--Any child who participates in an IHPTO sponsored school club agrees to follow the appropriate rules of school behavior. Additionally, each child, and a parent or guardian of each child, enrolled in an IHPTO sponsored school club must sign a Club Participation Agreement (**Document 1-4**). Failure to abide by the school guidelines and the Club Participation Agreement will result in the child being removed from the after school clubs. Refunds will not be given.

A policy should be determined for parents who are chronically late pick up children in the club enrollment form.

BACKGROUND CHECKS/SAFETY--Every club instructor, whether parent or professional, must follow the PTO guidelines regarding background checks and clearances. Instructors must provide a valid government issued ID and fingerprints for a Bureau of Criminal Identification and Investigation (BCII) background check. These background checks must be "good with no issues" and must have been issued within 12 months of the club session starting. A background check is good for 5 years, and can have been requested for a different organization than IH Schools. Note that the school, via the IHEVSD Treasurer, can provide background checks.

In general, the instructor is responsible for the cost of the background check. However, at the discretion of the PTO, a background check may be paid for by the PTO (for example, if the instructor is purely donating time and expertise and not making money from the club, or running any kind of business). All background checks will be kept in a locked box in the BOE (accessible to the PTO VP). Parent volunteers should be used to help with managing students before, during and after instruction.

EMERGENCY CONTACT---As part of the registration process for a club, each parent or legal guardian must fill out an Emergency Contact Form (**Document 1-3**) including pertinent medical information, emergency contact information and people authorized to pick up student after the club session. The form will be provided by the IHPTO but will be similar to the school forms. A participant roster with emergency contact information should be on site with the instructor at all times during the club duration.

PERMISSION TO STAY AFTER SCHOOL— The parent will sign a Student Participation Agreement before the club begins, and the School will assume that the student will attend ALL sessions of the club at its scheduled times UNLESS a note from the parent is sent to the School on or before the day of the session alerting it otherwise. As a courtesy, the Club Sponsor should email weekly all parents to remind them of their child's participation.

ATTENDANCE RECORDS --- Participants should be signed in and an attendance list submitted to the school office at the start of each session. Parents must sign as they collect their child(ren) and a sign out sheet must be submitted to the school office the next school day. The sponsor or parent in charge is responsible for submitting these records.

PAYMENT --- This should be by check to IHPTO referencing the club name, and mailed to the PTO Mailbox in an envelope clearly marked with the club name. If the child's family is a PTO member for the current school year, the cost is at the standard rate for the club (set by each club) - otherwise for non PTO members, the cost is increased by \$15 (note PTO membership is \$25 which supports PTO clubs amongst other things).

FOOD/SNACK POLICY—If a club decides to offer a snack, all food provided for the children must comply with IH BOE guidelines for food safety and allergy concerns. A list of snack items must be provided by the sponsor ahead of time to the school nurse so that she can inform any parents of children with allergies. It is recommend that the snack be provided by the club (and include the cost of the snack in the club fee).

EVALUATION--Each club will be evaluated at the end of its session, and the club should distribute to participating families a Parent Evaluation Form. The IHPTO reserves the right to send evaluations to participants and parents and/or legal guardians of participants in order to obtain feedback regarding the club.

The club sponsor will submit a Program Evaluation Form after it has concluded. Feedback from participants, finances, lessons learned and other pertinent information should be included.

CLUB RENEWAL-- Clubs will be approved for one school year. Each new school year the sponsor must bring a request forward to renew the club. The IH PTO assumes no responsibility for finding leadership for clubs. If no one steps up to sponsor a previous year's club, it will not occur in the new school year.

REFUNDS AND CANCELLATIONS --When children are signed up for a club, the PTO expects participation and payment to be honored and possible conflicts due to multi activities be considered as part of overall planning. There will be no refunds if requested within a week of the start of the first session. If requested longer than a week, a refund can only be given if removing the child and any fee does not negatively impact the running of the club (i.e. the club should still be able to be run effectively with reduced headcount and funding). If the club has a 'waitlist', the first child on the list may be offered the place.

Required Club Documents

<u>Document ID</u>	<u>Document Name</u>	<u>Notes</u>
D 1-1	Sponsor Check List	Prepared by Program Chair
D 1-2	New Club Proposal Form	Prepared by Sponsor; submitted to PTO Program Chair
D 1-3	Emergency Medical Form	Signed by Parent(s); on hand at all times by Sponsor.
D 1-4	Student Participation List	Signed by Parent(s) & Student; held by Sponsor.