

Odle PTSA Afterschool Club Guidelines

- **Definition:** Odle PTSA Afterschool Clubs are extra-curricular programs sponsored and funded by the Odle PTSA under the supervision of the PTSA Board of Directors and our School Admins, and are run by parent volunteers.
- **Goal:** Odle PTSA Afterschool Clubs focus on:
 - Fostering a love of learning in all student members
 - Teaching all members how to work in teams to complete given tasks and solve problems collaboratively
 - Providing a unique opportunity for Endeavour students to meet other students and form friendships and practice leadership that would otherwise be unlikely during the normal school day.
- **Competition:** Although learning and practicing for competition will be an integral part of some of the Clubs, winning competitions at the expense of student or parent goodwill goes against the overall Mission of Afterschool Clubs (see above). Parent coaches/volunteers commit to supporting all Club members through unbiased coaching/volunteering. Favoritism works against the inclusive and cooperative environment of the Clubs.
- **Enrollment:** As a general rule, club membership should open to every Odle student. If there is an enrollment selection process involved, the selection process needs to be transparent and fair to everyone. Criteria that give equal chance regardless academic level are recommended.
- **Competition Registration:** If there is out of school competition is involved, and the registration requires school representation. A school staff MUST involve and approve the registration before the registration happens. Any individuals register the competition representing Odle without school admin approval is PROHIBITED. And school preserves the right to contact competition organization to cancel the registration.
- **Representative Selection:** If an out of school competition is involved with a limit on the amount of representatives, then a formal selection process must be documented, transparent and fair to all club members. A third party conducted selection process is required, which means that the problem set chosen for the selection the conduct and the proctor of the selection process/testing should all be done by a third party. Club member parents, even if they are club chair(s), are PROHIBITED to be involved in leading the selection process. The final result should be an agreement with both the 3rd party and club chair(s). A teacher or school staff as a 3rd party authority is highly recommended.
- **Budget:** PTSA budget should be spent on club expenses that benefit almost all club members. PTSA budget should not be spent on competition related cost that happens out of school or representative training that has been selected.
- **Cost:** We recommend a free/low cost PTSA support club. If there is a fee that needs to be charged, financial aid should be provided within the club budget to support every child's capability to participate.
- **Facility:** It is club chair(s) responsibility to contact school for facility usage. It is a privilege for PTSA clubs to use school classrooms with the school's consent. Club leadership MUST ensure the classrooms are used properly, including but not limited to
 - No one -- adult or student -- should touch anything on a teacher's desk or even go near the teacher's desk. All supplies, including staplers, pencils, papers etc., will be supplied by the parent supervisors of the club.
 - The room must be left in the same condition that when the club arrived.
 - Do not litter.

- Do not write anything on the tables, doors, or walls.
- **Volunteer:** During the PTSA club meet, at least TWO PTA member must be present in the meeting, and all volunteers that can contact students must be approved as a district VIBE volunteers.
- **Pickup:** Clubs are not free daycare. Students must take either the activity bus, or parents must pick up their students promptly after Club meetings. The Club Chair(s) should be contacted directly if the parent arranges to have an alternate pick up person for any given day.
- **Conflict Resolution:** Every parent and student member has the responsibility of making their Club a fun, inclusive, balanced learning environment for every child and parent involved. Conflicts between students and/or parents will be mediated *privately* by the Club Chair or the PTSA Board. The board's decision is the final decision to solve such conflicts.
- **Communication:** The use of group emails to settle disputes between students/parents *publically* is a violation of the District "Civility Policy" and Club guidelines, and will result in a student's dismissal from their Club. The club leadership should also be responsible for protecting the privacy for each students, including test scores etc.
- **Application Process:** The club must submit an club application including following to PTSA board
 - Club Name
 - Club Purpose
 - Club leadership format, and contact info
 - Club membership enrollment rule
 - The code of conduct for membership participation
 - Timeline for club activities
 - Competitions that is planned to participate if there is any
 - Representative selection process if there is any
 - Sponsor school staff if there is any
 - The club financial planning including
 - Detail plans for expenses
 - Detail plans for income if there is any
 - Facility usage plan if there is any

PTSA board will discuss the club application in the board meeting and reach agreement whether the application will be approved.

After that, PTSA board will contact school admin for school approval as well.

By both PTSA board and school admin approval, the club then is ready to start.

Thank you for all your support to our students, and to the Odle PTSA. Together, we can make our students learning experience better!

Odle PTSA