Regulation 6100-R(1): Student Activities & Organizations - Proposal and Approval Process

Status: DRAFT

Original Adopted Date: 11/23/2021 | **Last Revised Date:** 09/10/2024 | **Last Reviewed Date:** 09/10/2024

~~Any proposed new school activity must meet one of the definitions of school activities as defined in Policy 6100. Official proposals for new school activities may be initiated by district or school administration, or student groups using the following process:~~

- ~~Consult with the Activities Director regarding the proposal as part of Policy 6100.~~
- ~~If it is determined the proposed activity meets the requirements of Policy 6100, complete a New Activity Proposal form and submit the completed form to the Activities Director.~~
- ~~The Activities Director will present the proposal to the Building Leadership Team. This team will determine how the proposal fits into the overall school Mission, Vision and Goals and will make a recommendation regarding the proposal.~~
- ~~If the Building Leadership Team is in favor of the proposal, and the proposal does not have substantial impact to the district (costs can be absorbed by the current building budget) the building administrator or athletic director will submit the proposal to the Board for action.~~
- ~~If the Building Leadership Team is in favor of the proposal, and the proposal has a substantial impact to the district (costs that cannot be absorbed by the current building budget), the proposal will be brought to the District Administration Team to review the impacts of the proposal on the district as a whole. The District Administration Team and building administrators will work collaboratively and compose a recommendation regarding the proposal.~~
- ~~The District Administration Team/Building Administrator recommendation and the proposal will be presented to the Board for action.~~

This regulation establishes the administrative process for reviewing and approving proposed student activities and organizations in accordance with Policy 6100 – Student Activities & Organizations. The application process is administrative in nature and does not create an entitlement to approval, funding, or District support.

This regulation applies to both Category 2: District-Associated Affiliates and Category 3: School-Approved Clubs. Category 1 District-Sanctioned Activities are District-initiated programs and are not subject to the application process described in this regulation.

Submission of Proposals

Proposals for new student activities or organizations shall be submitted using the District's approved application form.
Proposals shall be submitted to:

- The **Middle School Activities Director** for middle school proposals; or
- The **High School Activities Director** for high school proposals.

Activities Director Review

The Activities Director shall conduct an initial review of the proposal to determine compliance with Policy 6100, including:

- Appropriate category classification;
- Alignment with approval criteria;
- Operational feasibility;
- Potential conflicts with existing activities or programs;
- Sustainability and resource considerations;

- Preliminary fiscal impact, if any.

The Activities Director shall determine whether the proposal:

- May proceed for administrative consideration, or
- Is denied based on failure to meet policy requirements or sustainability concerns.

If denied at this stage, the Activities Director shall document the rationale and notify the applicant.

Building Administration Review

If the Activities Director determines the proposal may proceed:

1. The proposal shall be reviewed by the **Building Principal and administrative team**.
2. The building administration shall assess:
    - Student interest and participation;
    - Supervision and safety considerations;
    - Scheduling and facility impacts;
    - Alignment with building priorities and climate.

The building administration shall determine whether the proposal:

- Is approved at the building level (Category 3 only), or
- Should be forwarded to the Superintendent for further consideration.

Superintendent Review

The Superintendent shall review proposals forwarded by building administration to determine whether:

- A Category 2 affiliation may be approved administratively;
- The proposal creates potential District-wide implications;
- The proposal should be forwarded to the Board of Trustees for consideration due to funding, staffing, or policy impact; or
- The proposal should be denied.

The Superintendent's decision to forward or deny a proposal shall be final unless Board consideration is required.

Board of Trustees Review

The Board of Trustees shall review proposals only when:

- District funding or paid stipends are requested;
- Reclassification to Category 1 is recommended; or
- Board action is otherwise required under Policy 6100.

The Board shall approve or deny proposals as part of its regular meeting process or annual budget deliberations, as applicable.

Notification and Communication

If a proposal is denied at any stage:

- The Activities Director shall communicate the decision to the applicant.

- The communication shall include a general explanation aligned with policy criteria.

Denial of a proposal does not preclude future submission if circumstances change.

Fundraising Approval and Oversight

For Category 2 and Category 3 student activities and organizations, all fundraising activities must be submitted and approved in advance using the District's designated fundraising approval form. Fundraising proposals shall be reviewed to ensure the activity does not interfere with instructional time, provides appropriate supervision, complies with facility use expectations, and adheres to District guidelines regarding advertising and use of the school or District name.

The Activities Director may be consulted regarding potential conflicts with other activities or events. Fundraising conducted without prior approval may be discontinued.

Category 1 Clarification

Requests from students, parents, or community members for new WHSAA-sanctioned or District-funded activities may be considered as informational input. However:

- Category 1 activities may only be initiated by District administration or staff.
- External requests do not constitute an application and do not obligate the District to proceed.
- Initiation of a Category 1 activity requires demonstrated student interest, staffing capacity, and financial feasibility as determined by the District.

Request application forms from the Activities Department.

Cross References	Description
4115	School Sponsored Field Trips and Activities
4115-R(1)	School Sponsored Field Trips and Activities - Field Trip Procedures
4115-E(1)	School Sponsored Field Trips and Activities - Field Trip Budget Request
6110	Student Athletics