Have your faculty sponsor read and sign this form.

**Riverview High School**

**Sponsor Requirements**

**Sponsor guidelines:**

1. Must be an RHS certified staff member

2. Attendance at all club meetings, events or fundraising activities is mandatory

3. Assign a student from your club/organization to attend all student council meetings

4. Club/organization bi-laws should be updated yearly, when new officers are elected. The revised bylaws should be kept on file and a copy must be on file with the activities director

5. Must keep attendance at all meetings/events and fundraising activities for *your officers only*. A copy of the attendance must be given to the activities director at the end of each grading period

6. You are required to keep documentation on your club/organization: attendance, club activities, bi-laws and any other important documents

7. If you choose not to be involved with your club/organization, you must notify the activities director. All club documents must be given to either the activities director or to the new club sponsor. The club will not be recognized as active if a new sponsor is not approved by the Executive Council.

8. Club sponsors are expected to follow the school guidelines for fundraising activities. They are expected to sign all activity request forms that are submitted.

9. It is recommended that you sponsor only one club, but never more than two during one school year.

10. All monies collected must be kept in your account established in the RHS bookkeeping office.

11. Please see guidelines for officers if you have questions. There is also an officer contract available to use, which is used for Student Government positions.

I have read and agree to the Sponsor Requirements. If at any time I cannot perform these requirements I will find a faculty member to take over my responsibilities or the club will be dissolved.

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Signature Date