

Policy 5105: CCSD Student Clubs

Purpose of CCSD Student Clubs

Chappaqua Central School District student clubs serve as valuable extracurricular extensions of the educational experience, offering students opportunities to explore their interests, develop leadership skills, and foster a sense of community within the school. These non-curricular and curricular clubs aim to enhance the overall learning environment, promote diversity, and support the educational vision of the district.

Participation

All clubs must be consistent with the [District's Educational Philosophy](#) and be approved by the building principal. Student club participation and attendance is limited to Chappaqua Central School District students and staff. **Student clubs must meet on school property under the supervision of their CCSD staff advisor.**

All student clubs with unpaid CCSD staff advisorships must be established with a CCSD staff member advisor by November 1.

Club Advisor Requirements

Student clubs must have a Chappaqua Central School District staff member serving as an advisor. This staff member will provide guidance and mentorship to the club's members, ensuring the club's activities align with the [District's Educational Philosophy](#); provided, however, that staff members assigned to clubs formed as religious expression clubs shall be present solely for the purpose of supervising the students as they undertake the activities of the club. The staff advisor is required to attend all club meetings, rehearsals, and events.

Co-Sponsorship of Events with Outside Organizations

Clubs may not co-sponsor events, activities, or fundraisers with outside organizations without prior written permission from the building principal.

To request permission to co-sponsor an event with an outside organization, the student club advisor must provide the following information in writing to the building principal at least 45 days in advance of the event:

- The name and mission of the outside organization who would be sharing sponsorship of the event.
- The proposed location, date and time of the event.
- The name and credentials of all guest speakers at the event.
- The topic and purpose of the presentations.
- The intended audience (e.g., club members, students, staff, etc.).
- A brief outline of the content to be presented including an agenda.
- The role of the CCSD student club before and during the event.
- Any costs associated with the event that would be paid by the student club.

Such collaboration with external entities must be consistent with the district's policies and should not compromise the emotional or physical safety or integrity of the students or the school community. **The advertisement for the event must be approved by the building principal in advance of publication.** The club advisor must attend the co-sponsored event if approved by the building principal to supervise the members of the club.

Guest Speaker Policy

Student clubs may invite guest speakers to school to enhance their understanding of the club's focus or area of interest. However, to ensure that these presentations align with the [District's Educational Philosophy](#) of the district and maintain the safety of the school environment, student clubs may not schedule guest speakers without obtaining prior written permission from the building principal.

To request permission for a guest speaker, the student club advisor must provide the following information to the building principal at least 45 days in advance of the event:

- The name and credentials of the proposed guest speaker.
- The topic and purpose of the presentation.
- The intended audience (e.g., club members, students, staff, etc.).
- A brief outline of the content to be presented.
- Materials to be presented to the students.
- K-12 public school references, preferably in New York State.

The building principal will review the request and may consult with relevant district personnel as necessary to determine the appropriateness of the proposed guest speaker. The decision to approve or deny the request will be communicated to the club advisor in a timely manner.

The principal may waive the 45 day notice provision for guest speakers sponsored by student clubs under extenuating circumstances.

Flyers/Advertisements

All student club materials must be approved by school administration and affixed with the administrative stamp prior to posting.

Field Trips

All official club meetings outside of the regularly scheduled day and off campus are considered field trips, including club participation in another organization's event and must follow field-trip procedures, including permission slips, bus transportation, and advisor supervision.

The Club Advisor is responsible for submitting all approval requests 45 days in advance of the trip, coordinating transportation, organizing chaperones, supervising permission slips, and managing funding for official club meetings that occur outside of the regularly scheduled day and off-campus. Clubs are responsible for all costs associated with the field trip, including transportation, unless financial support is provided by the school district or the Chappaqua PTA, Greeley Sports Boosters or Friends of Greeley Theater.

Fundraising

Fundraising activities for student clubs require written authorization from the building principal and may only be conducted by recognized clubs. If collaborating with external organizations, written principal approval and valid insurance are required. All fundraising activities must be in compliance with [Policy 1020, Fund-Raising Activities](#).

Social Media & Website Expectations

Chappaqua Central School District student clubs may not be listed/highlighted on the websites or social media platforms of non-affiliated school district organizations. Doing so would imply that there is an existing relationship between the school district and the outside organization. Failure to adhere to this expectation may result in immediate termination of the club.

CCSD Student Club Oversight

The building principal or their designee shall regularly review club activities to safeguard their alignment with the [District's Educational Philosophy](#).

The school building principal or their designee will maintain a process for monitoring and ensuring that student clubs operate in accordance with this policy. Clubs who do not adhere to this policy may be disaffiliated from the district and will not be permitted to meet on school property or identify as a member school's extracurricular program.