

2024-25 Club Checklist

Edna Louise Spear Elementary School

Club Advisor

- Must have an application for club charter on file: [Application For Club Charter](#)
- Provide updated club description to [Brian Sandak](#) to be used for updating the website. Include meeting days and times.
- Receive approval for **all fundraising** activities from administration
- Create Permission Slips
 - Include:*
 - Blurb regarding what the club is about/offering
 - Location of club (example: Room 314 or Library)
 - Day of club
 - Time of club (AM clubs 8:10-8:50 PM clubs 3:35-4:15)
 - [Late Bus](#) run sheet (you can ask Jess Pero for it if you do not have it)
- Email your scheduled club dates to Jess Pero (jpero@portjeffschools.org)
- **Attendance Sheets must be completed at the beginning of each club meeting;** you will receive a Google link to your attendance sheet from Jess Pero prior to the start of your first meeting
- All communication with parents should be done through **Parent Square**. Tech can assist you with setting up the roster (ext. 4270).
- Club advisors are responsible for maintaining their students' dismissal changes
- Any financial transactions have specific guidelines. Reach out to Jess Pero for more information.

Email Completed Roster (alphabetized by last name) to:

- Jess Pero (jpero@portjeffschools.org)
- Arin Hampson (ahampson@portjeffschools.org)
- All grade level teachers the club includes (example: Lego Club - 3rd grade teachers)

AM Clubs:

Select Choir, Band, and Orchestra are entitled to morning busing. Club advisor(s) set it up directly with Transportation (ext. 4261).

PM Clubs:

During your first meeting, confirm with each student how they are being dismissed. *** Reminder there is no Village Center for aftercare ***

Send them to the main office:

- If they are unsure if they are taking the late bus, staying for aftercare or being picked up
- If they are taking a late bus but DO NOT know their bus stop

PM Club Permission Slip:

- Club permission slip needs the [Late Bus Run](#) attached

During The School Year:

1. Record attendance
2. Notify main office of meeting cancellations or changes to the schedule
3. Students are not permitted to be unsupervised at the school

End of The School Year:

1. Complete the [end of year report](#)
2. Schedule an “end of year meeting” with administration