MAST Academy
2024-2025
CLUB REQUIREMENTS

All clubs are required to have the following:
- Minimum of one general meeting and one board meeting a month.
- Minutes of each general meeting and board meeting must be kept and submitted monthly to the Activities Office digitally.
- Club Websites must be updated monthly.
- Club Meeting dates and activities must be submitted to the Activities Office for calendar purposes.
- Request permission and obtain approval for all Community Service Drives or Events.
- Participation in school-wide events like Open House, Orientation, Homecoming, Spirit Week, Club Rush Week, etc.

Special categories of clubs have additional requirements:

Service Clubs
- Minimum of two school service projects
- Minimum of two community service projects

Honor Societies
- Required GPA
- Participation in district activities
- List of members' service hours
- Tutorial service offerings to the student body
- Affiliation with a national, regional, and/or state honor organization

Performing Groups
- Minimum of two performances

Vocational/Curriculum Related Clubs
- Participate in local and state competitions

Digital Club Folders:
All clubs must have the information listed below available as well as submit the information to the Activities Office digitally. Whenever possible upload the files in PDF Format.
- Current Constitution and By Laws
- Club Officer Names- General officer contact information NOT students' personal emails or telephone numbers.
- If Applicable - Social Media Information
- Meeting Dates
- Monthly meeting minutes
- Annual Plan of Action
- Projects and Fundraisers
- Special Events/Trips
- Any and all other pertinent club information

Items that must be submitted to the Activities Office digitally:
- Club Officer names and contact information
- Club Member information including student ID Numbers

CLUB SPONSOR RESPONSIBILITIES

- The faculty sponsor is responsible for enforcing and abiding by all MDCPS regulations as per the MDCPS Club Advisor Handbook.
- Proper supervision of all financial transactions and see that all internal accounting procedures are followed.
- Sponsors and Student Treasurers must see the school Treasurer for clearance prior to collecting any money.
- Club Sponsors must participate and assist in the preparation of the annual club fairs.
- Prepare and submit club folders monthly for review as per due dates.
- Sponsors are responsible for submitting updated club member information including student ID numbers as well as the Interscholastic Participation Agreement Form.
- Sponsors are responsible for enforcing attendance eligibility requirements for their members.
- Sponsors are responsible for the monthly up-keeping of their club folders and website.
- Sponsors are responsible for preparing and submitting of fieldtrip forms, if applicable.
- Sponsors are responsible for ensuring students deposit monies accurately and timely during any approved fundraiser.
- Sponsors are responsible for completing/review operating reports, if applicable.

MAST Academy
Club Due Dates
2024-2025

Sponsors must attend the Club Sponsor Meeting **August 28, 2024**

Initial Website Set up Due:

- Due prior to August 30
- **Club Websites must be completed and upkept monthly.**

Websites must include:
  - Club Description*
  - Constitution and By-Laws
  - Annual Plan of Action
  - Club Sponsor and Officer Names *- General officer contact information NOT students' personal emails or telephone numbers
  - Club Sponsor contact information *(please remember to not post students personal emails or telephone numbers on the Teams platforms or website)*
  - Club Meeting Dates
  - Monthly meeting minutes including **the number** of students in attendance, please do not include the name on website postings.
  - Membership requirements and information on joining the club including any needed applications. *
  - General happenings and information including pictures
  - Projects and Fundraisers
  - Special Events/Trips
  - If Applicable - Social Media Information

Club Folder & Website Updates Due:

- August 30-**Initial Site Set up**
- **September 3** Website Check
- **September 3 Initial Club Folder Submissions**
- October 1
- November 6
- December 3
- January 7
- February 4
- March 4
- April 1- **Club Close Outs Due**
- April 17 -**Final Check**

*updated 8/6/24