MAST Academy
2026-2027
CLUB REQUIREMENTS

All clubs must:

- Have an officer board *(positions/titles may vary)*
- Have a minimum of 15 active club members.
- Host a minimum of one general meeting and one board meeting a month.
- Minutes of each general meeting and board meeting must be kept by the club and submitted monthly to the Activities Office digitally via the One Drive Folder. Sponsors need to confirm submission via the monthly club monitoring survey. (*Will be emailed to sponsor.)*
- Complete the Club Website Survey to properly update the school website. (*Will be emailed to sponsor.)*
- Submit club meeting dates and activity dates for September-June via submission survey. Updates can be made as needed if changes arise.
- Have member representation in school-wide events like Open House, Orientation, Homecoming, Spirit Week, Club Fair Week, etc.

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 (Hosted on OneDrive):

All clubs must have the information listed below uploaded to their club folder in One Drive. Clubs are encouraged to also keep their own copies available for member review. Whenever possible upload the files in PDF Format.

- Current Constitution and By Laws **including** the cover page signed by officers and sponsor.
- Club Officer and Member Names- **via the provided Excel template.**
- If Applicable - Social Media Information
- Meeting Dates for the school year. (Additional meetings can be added as needed.)
- Monthly meeting minutes- (These need to be uploaded monthly.)
- Annual Plan of Action
- Projects and Fundraisers
- Special Events/Trips
- Any and all other pertinent club information

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 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.
- Request permission and obtain approval for all Community Service Drives or Events.

MAST Academy
Club Due Dates
2026-2027

Sponsors must attend the Club Sponsor Meeting **August 27, 2026**

Clubs will be required to submit the items below for monthly club reviews:

- Monthly meeting minutes including **the number** of students in attendance.
- General happenings and information including pictures of the club.
- Sponsors will need to complete the Monthly Club Survey

Club Folder & Information Due Dates:

Club Information Survey

- The survey will be due prior **the first week of September**. This will ensure clubs are up on the site and available for stakeholder review prior to Club Fair.

Club Folder Due Dates

- **September – Club Information Survey**
- **September 4 – Initial Club Folder Submissions**
- **September 30 Final Submissions for required Club Folder submissions including all all-active members.** *By this date all required items should be in the club folder.*
- October 1
- November 5
- December 3
- January 7
- February 4
- March 4
- April 1- **Club Close Outs Due**
- April 17 -**Final Check**