MIAMI-DADE COUNTY PUBLIC SCHOOLS

Club Advisor Guidelines

August 2026

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

Ms. Mari Tere Rojas, Chair
Ms. Monica Colucci, Vice Chair
Mr. Roberto J. Alonso
Dr. Dorothy Bendross-Mindingall
Ms. Mary Blanco
Mr. Danny Espino
Mr. Joseph S. Geller
Ms. Luisa Santos

Student Advisor
Mr. Alejandro Duran

Superintendent of Schools
Dr. Jose L. Dotres

Office of District Operations
Mr. Luis E. Diaz, Chief Operating Officer

Office of District Operations
Mr. Steffond L. Cone, Assistant Superintendent

Office of District Operations – Athletics & Activities
Mr. Kevin E. Lawrence, Administrative Director

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DIVISION of ATHLETICS & ACTIVITIES

MIAMI-DADE COUNTY PUBLIC SCHOOLS
District Operations

9040 S.W. 79th Avenue
Miami, Florida 33156
Office: 305-275-3715
Fax: 305-275-3721

Mr. Steffond L. Cone
Assistant Superintendent
305-995-7415

Mr. Kevin E. Lawrence
Administrative Director
305-275-3715

Mrs. Talia L. Williams
Instructional Supervisor
305-275-3708

giving our students the world

INTRODUCTION

This handbook expresses Miami-Dade County Public Schools regulations for student organizations. The faculty advisor is responsible for enforcing all school, county, state, and federal regulations. This handbook is to serve as a guide to the principal areas of concern for the advisor, leaders, and members of student organizations. Topics are arranged in alphabetical order.

CLUB SPONSOR/JOB DESCRIPTION

QUALIFICATIONS:

- Possess a valid Florida teacher certificate and be employed as a teacher in the Miami-Dade County Public Schools (M-DCPS) unless approved by the Division of Athletics and Activities
- Possess effective communication skills and proficient knowledge of technology systems
- Possess a willingness to continue to examine new theories and procedures pertinent to the administration of the activities program
- **There are no volunteer sponsors**

REPORTS TO:

- The high school activities director and the high school principal or designee who provides the overall objectives and evaluation for the activities program

SUPERVISES:

- Student club members

JOB GOALS:

- To provide overall leadership, supervision and coordination of all pertinent club programs in the school and to provide students with worthwhile learning experiences
- To provide student club members with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence
- To be supportive of the philosophy of the school

GENERAL:

- The success of clubs in the school has a strong influence on the community's image of the entire school system.
- The club sponsor is charged with the responsibility of providing fair and equal opportunities for all students to participate in club activities.
- This position includes extended time, risk injury factor, and due process predicaments.

- The intent of this job description is to give sufficient guidance as to function in cases not specifically covered, it shall be assumed that a club sponsor will exercise common sense and good judgment.
- The club sponsor will perform all other duties which may be assigned by the Activities Director and principal.

DUTIES AND RESPONSIBILITIES:

Administrative Responsibilities

- Possesses a thorough knowledge of all M-DCPS School Board Policies and is responsible for their implementation about the club program
- Is familiar with the school's Emergency Management Plan
- Possesses knowledge of the district's hydration plan and oversees its enforcement regarding club activities
- Attends the club advisor meetings at the school site
- Participating in the school's annual club fair
- Maintains club's national affiliation, if applicable
- Provides opportunities for all students to participate
- Conduct club meetings, at a minimum, monthly. All club meetings must be held at the school site
- Publishes a schedule of all club meetings and submits the schedule to the school's Activities Director
- Maintains a Club Binder for all club meetings (i.e., Meeting Minutes, Attendance, Fundraising, Community Service Projects and Field Trips etc.)
- Submits monthly club reports
- Reviews and formulates a budget for the club
- Supervises all club fundraising activities
- Signs all purchase orders, invoices, check requisitions and submits all financial operating reports
- Oversee the formulation and updating of a club constitution and the annual election of officers
- Attends all club meetings and events
- Supervises club members who remain on campus after school to work on club activities
- Monitors student attendance and conduct as required by the M-DCPS Extracurricular Contract per School Board Policy 5845
- Comply with proper field trip procedures for all off-campus activities
- Encourages students around service to both school and community
- Develop a survey/report to be submitted at the end of the school year to justify the club's existence during the past year and for the upcoming year

- Reports on potential or existing problems (with or within the club) to the Principal and Activities Director

Communications/Public Relations Responsibilities

- Promotes the club program within the school and within the appropriate feeder patterns
- Provides information to the activities director to be shared with the news media concerning club activities and awards

Responsibilities to Student Participants

- Provides for appropriate development of citizenship and civic responsibility
- Monitors and enforces the M-DCPS *Contract for Student Participation in Interscholastic Competitions or Performances* per School Board Policy 5845
- Enforces all club suspensions and expulsions
- Ensures that all students have equal access to the club's programs

Facilities and Equipment Responsibilities

- Schedules use of school facilities with the school activities director (See Student Activities Handbook)
- Instills in students a respect for equipment and school property

Responsibilities to Staff

- Supports professional development of staff regarding club activities

THERE ARE NO VOLUNTEER SPONSORS

BANNERS

A. Those to be displayed publicly must be approved by the principal and/or designee before the banner is hung.
B. Banners must not convey violent or derogatory messages. They must be "positive" in nature.
C. When displaying banners, place them only in designated areas.

BOOSTER CLUBS

A. All Booster Clubs must be approved by the principal.
B. Must adhere to the *M-DCPS Booster Club Guidelines* available online, in the e-Handbooks section at https://mdcpsathleticsandactivities.net/employee-resources/
C. Must honor the school calendar and sales privileges

CALENDAR

A. The club advisor must ensure that the school calendar reflects any club sales and/or activities that affect the general student population and submit these dates to the Activities Director.

B. Special events such as banquets, installations, and dances must be placed on the school calendar at least 30 school days prior to the event.

CHAPERONES

A. Non-school site employees must be cleared as Level I or Level II volunteers (based on the type of trip) before they can assist with students. (See VOLUNTEERS section for more information or click here https://www.engagemiamidade.net/volunteers)
B. Pre-schoolers or children not registered at the school sponsoring the field trip may not accompany chaperones on field trips.
C. Chaperones are responsible for student safety above all else.
D. Chaperones must check attendance periodically and always know the whereabouts of the participants.
E. Chaperones must be 21 years of age or older, even if the person is an M-DCPS employee.
F. The adult/student ratio shall be a minimum of 1:15 or less. 1:10 Out of County (Overnight) 1:5 Water Related Field Trip and 1:6 Out-of-Country Field Trip.
G. Chaperones on overnight field trips assume 24 hour-a-day responsibility.
H. No chaperone is to share a room with students.
I. If a student group has members of each sex, then chaperones of each sex should accompany the group.
J. Chaperones bear the increased responsibility for student safety and conduct. Chaperones serve in "loco parentis."
K. Chaperones are required to always remain with the group.

CLUB FAIRS

A. A club fair is strongly recommended during the first and/or third grading period.
B. All clubs must participate in the Club Fair.
C. Clubs should prepare an information sheet and have blank applications and/or sign-up sheets available for prospective members.

CONVENTIONS/COMPETITIONS

A. District, state, and national level meetings are optional activities.
B. The information in the CHAPERONES and TRANSPORTATION sections must be observed.
C. Receipts must be kept for all reimbursable expenses (food, lodging, and registration fees).
D. Advances on expenses are permitted with the proper documentation.
E. Chaperone expenses can be paid either per diem or per receipt.
F. Field trip forms and medical releases must be completed and filed properly before departure. (FM 2431)
G. Permission slips for field trips must be completed and processed as indicated in the M-DCPS Field Trip Handbook, retained by the teacher in charge of the trip and are to be always accessible during the trip.
H. Every eligible student should have the opportunity to be a participant regardless of the student's ability to pay (an alternative payment plan of fund-raising may be planned).

CONSTITUTION

A. The organization's constitution and by-laws are intended to help your group; the document should not be viewed as restrictive or punitive.
B. Every organization must have a constitution and/or by-laws on file with the principal and/or designee.
C. Many organizations have state and/or national constitutions which serve as a minimum guide local regulation may exceed but not diminish national standards.
D. Local chapter specifics are listed as a constitutional addendum. These should not contradict the intent of state or national guidelines or constitutions.
E. Constitutions should be updated and reviewed annually.
F. Amending the constitution is to be done as per the guidelines in the club constitution. Ensure that the proposed amendment is discussed and voted on at a regularly scheduled club meeting.
G. Every member should have access to a copy of the club constitution.
H. There should be a clause for the removal of officers (which does not imply termination of membership) and a clause for the removal of members; both require that due process be preserved including the establishment of just cause.

DISCRIMINATION

All students are eligible to participate in student activities. The student's race, gender, color, creed, political beliefs nor any other discriminatory basis prohibited by the School Board shall be a factor in selecting members or officers for clubs and organizations per Board Policy 5845 – Student Activities.

FIELD TRIPS

A. All M-DCPS Field Trip Procedures must be followed. These procedures are available in the M-DCPS Field Trip Handbook.
B. Advisors are not to transport students at any time unless it is on an approved M-DCPS field trip where all necessary paperwork, including field trip forms and use of private vehicle forms, have been completed, approved and filed with the Principal and/or designee.
C. Field trips that involve water-related activities must follow the guidelines in the M-DCPS Water Safety Manual.
D. See the sections on TRANSPORTATION/TRAVEL and CHAPERONES for additional information relating to field trips.
E. The forms to be used (available at forms.dadeschools.net):

Field Trip Request Packet	(FM-2431)
Water Related Field Trip	(FM-6614)
Private Vehicle Use	(FM-6298)
Travel Expense When Accompanying Students	(FM-0994)
Request for Travel Expense Advance/Reimbursement	(FM-1104)

FINANCES

A. All money transactions are to be handled through the school treasurer.
B. Advisors use B.P.I. receipt books; student treasurers use student receipt books only. The advisor's authorization is required for a student receipt book to be issued.
C. The use of OSP is also available, sponsor must get approval from Principal and Treasurer
D. Lost receipt books may result in an audit exception.
E. Write receipts for all monies received when the amount is $15 or more. For amounts under $15.00, a recap must be used.
F. School Board Policy 6610 – Internal Accounts states in part:
    1. For purchases of less than $2,499.00, bid quotations may be requested but are not required.
    2. For purchases of $2,499.00 or more but less than $50,000.00, at least three (3) written bids from the solicited vendors are required, one of which must be a certified small/micro and minority/women-owned business enterprise according to Policy 6320.02. List of certified minority vendors can be accessed at https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?TN=miamidadeschools&XID=9602.
G. Purchase orders are to be used for all purchases of $100 or more. These can be obtained from the school treasurer but only if the organization has sufficient funds in their account. No reimbursement can be given for purchases over $100 without a prior purchase order.
H. Purchase orders must be approved by the club advisor, school treasurer and the principal or designee.
I. All invoices must be signed and dated by the advisor.
J. Verify that all merchandise ordered has been received as ordered and turn packing slip into treasurer.
K. All treasurers must attend a training session at the start of the school year (unless the session has already been held during the summer and the treasurer attended that workshop). If the advisor will handle all club monies and financial affairs, the advisor is required to attend the meeting.
L. Pay bills immediately; do not owe outside vendors.
M. Checks and purchase orders cannot be written/approved "on-the-spot"; allow minimum of 72 hours. Consult the school treasurer about exact procedures
. N. Check your transaction register report monthly. No organization is too close in the "red" at the end of the month
O. Dues may be assessed of members but may not be excessive. Students unable to afford dues should be afforded the opportunity to fund-raise for the money due .
P. Budgets should reflect your principal purpose or goal (i.e. service clubs should budget for service projects).

FLYERS

A. Flyers must be approved by the principal and/or designee before they are posted.
B. Flyers are not to be hung on doors, walls, or other painted surfaces. Do not nail, staple, or tape to wood surfaces.
C. Flyers and posters are to be placed on hall bulletin boards or within classrooms when permitted by the teacher.
D. Flyers should give minimal credit to the organization but maximum importance to the idea, ideal, moral, or special event being promoted.

GRADES/ATTENDANCE

A. Any student may belong to an interest club.
B. Conduct grades should never be below a C-average in any class. D's and F's are a clear sign of student misconduct, disrespect, or noncompliance with rules and regulations. These students will need additional guidance and supervision.
C. Students who belong to a *performing group* or any *club who participates in interscholastic competition* must sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances, M-DCPS Form-7155 (Board Policy 5845 – Student Activities). This form must also be signed by a student's parent or guardian. The stipulations of this contract are as follows:

1. A student must maintain a cumulative 2.00 GPA or higher as specified by s. 1003.43(1) *Florida Statutes*.
2. A student must receive a minimum of 2.00 in conduct each semester.
3. If a student is assigned to Indoor Suspension/School Center for Specialized Instruction (SCSI), he/she will be unable to participate in interscholastic competitions or performances on the weekend.
4. A student who is serving an Outdoor Suspension or assigned to the Student Success Center (SSC) cannot not practice or participate in interscholastic competitions or performances and may be subject to further sanctions or penalties.
5. A student who has a total of eleven (11) cumulative days of suspension (indoor and outdoor/SSC) will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
6. A student who has ten (10) or more cumulative absences will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year. (Outdoor suspension is considered an absence.)
7. A student who has twenty (20) or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.
8. A student must be reported as present for the school day in order to participate in interscholastic competitions or performances, including practices.
9. A student who participates in interscholastic competitions or performances and has not performed at grade level as defined by the Florida Department of Education may seek two (2) hours per week of academic tutoring.

10. Any student who is arrested for conduct occurring on or off school grounds will be prohibited from participating in all interscholastic competitions or performances for a minimum of ten (10) days, including practices.

HAZING

Hazing is prohibited. This is an illegal activity. Every public-school student is bound by the Statement of Non-Affiliation which as a Florida Statute prohibits membership in secret, discriminatory, or degrading organization. All such activities are prohibited by the policies of the Miami-Dade County Public Schools and the Florida Legislature.

INSTALLATION

A. An official ceremony may be held to mark the induction of applicants into full membership.
B. An official ceremony may be held to publicly install newly elected officers.

MEETINGS

A. All club meetings must be held on campus, with the advisor present for the entire meeting. If the advisor is absent, the meeting is automatically cancelled.
B. Clubs must have their meetings at the times designated by the school administration.
C. All club meetings should be listed on the school's master calendar.
D. Minutes are to be taken at every meeting and kept on file.

MEMBERSHIP

A. No applicant can be denied admission based on gender, gender identity, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preferences, or disability (Board Policy 5845 – Student Activities).
B. State law requires a minimum 2.0 grade point average for participation in *interscholastic* clubs and activities and performing groups.
C. Members must be advised of the requirements to remain a member in good standing. This is generally accomplished by providing each member with access to a copy of the club constitution.
D. To protect a student's individual rights, a written warning must precede any dismissal (from membership and/or office). The student must be given a period of time to make improvements before membership can be terminated. These rights should be delineated in the club constitution.
E. Clubs may accept new members each grading period or semester, as per the club constitution, and in accordance with the club fair dates and application deadlines.

PROBATION

A. Members must be placed on probation and given an opportunity to remedy the situation by a specific date and time.
B. Causes/reasons for probation must be listed in the club constitution.

C. The student being placed on probation must be given written notification of probation indicating reason+
D. (s), consequences of not correcting the problem and loss of membership on a specified date if reason is not eliminated.
E. Keep a copy of the signed letter on file. If the student refuses to sign the letter, make a notation on the letter, and keep it in file.

ROADBLOCKS

A. Street corner/traffic collections are strictly prohibited by Board Policy 5830 - Student Fundraising.
B. No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal and the Region Center Superintendent or his/her designee.
C. Participants in school approved sales, car washes, and similar fund-raising activities are prohibited from standing in roadways and/or medians of roadways.

SALES

A. Sales are limited to those approved and placed on the school calendar by the principal and/or designee.
B. Sales outside of school, which affect the community, must have the approval of the M-DCPS Region Superintendent. The "Permit for Community Sales" forms should be submitted to the Region Center at least three weeks in advance of the sale event. (FM-5656).
C. The school treasurer must receive an "Application for Fundraising Activity" (FM- 1018) and assign it an activity number before a sale is conducted.
D. An "Operating Report" (FM-0996) must be submitted when each sale is closed.
E. No club should be allowed to open a sale if they have a prior sale that has not yet been closed.
F. The club sponsor should make every attempt to collect funds from student fundraising daily.

SERVICE

A. Service should be one of the goals of every organization. Service can be rendered to the school or community.
B. Service clubs should perform a minimum of one major service project each semester.
C. The United Teachers of Dade Contract Agreement recognizes six service clubs: Key Club, Optimist International, Lions Club International, Rotary International (Interact), Civitan and Ruritan.

TAPING

A. Approval by the principal and/or designee of the date and time for taping is required.
B. Taping during school will be permitted during the time designated by the principal.
C. Chanting, salutations, and unnecessary disturbance of classes are strictly prohibited.
D. A Model Talent Release Parental Consent Form (FM-7489) must be on file for each student.

TERMINATION OF MEMBERSHIP

A. Termination of membership must follow the club constitution.
B. Students must be afforded due process.
C. Termination of membership must be preceded by a probation period. (See PROBATION).
D. If student does not correct the reasons for which he/she was placed on probation, a termination of membership letter is to be issued. Keep a copy of the letter signed by the student on file. (Make a notation if the student refuses to sign.)
E. The student is responsible for any debts accrued while a member of the organization.

TRANSPORTATION/TRAVEL

A. Advisors are not to transport any student unless it is on an approved M-DCPS field trip for which all the necessary paperwork has been completed (See Field Trip Handbook).
B. Organizations involved in travel must meet all field trip regulations and deadlines.
C. Obtain parental permission and medical release on the approved field trip form for each participant.
D. Leave an itinerary, address of hotel, hotel phone number, and an emergency contact number where you can be reached.
E. Some sport utility vehicles are authorized for use in a school function or event. Consult Risk Management at 305-995-7133 for further information.
F. Students are not to transport other students.

VOLUNTEERS

A. A volunteer is a non-paid person who may be appointed by a district school board or its designee.
B. School volunteers may include, but may not be limited to parents, senior citizens, students, community members, and others who assist the teacher or other members of the school staff.
C. All volunteers must be cleared (application completed, entered online, background check processed, and approval received by the school)
D. All volunteers will have an annual background check
https://www.engagemiamidade.net/volunteers
E. Volunteer Levels
    1. Level I: cleared volunteer who is limited to positions that are not “high security” (no fingerprinting required)
    2. Level II: cleared volunteer who can volunteer in any capacity, including “high security” positions (fingerprinting required)
F. he School Volunteer Liaison can provide specific details on the process required for anyone to become a volunteer.
G. Volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be always maintained.
H. Volunteers must sign in and out every time they enter or serve the school.
I. Volunteers must immediately communicate any problems or concerns to the School Volunteer Liaison.

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 as a patriotic society.

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida

Statutes), which stipulate categorical preferences for employment.

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation,
social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of
Education Office for Civil Rights or:
Office of Civil Rights Compliance (CRC) District Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net **Website:** https://hrdadeschools.net/civilrights

Revised 06/2024