



H.J. Cambie Secondary School Club Executive Guidelines

At Cambie Secondary, we recognize the importance of offering our students opportunities to explore interests outside of the classroom. Our school community offers a wide range of extracurricular activities, including many clubs. The role of a **Club Executive** is integral to the effective organization and leadership of clubs. Clear and ongoing communication with your staff sponsor, administration and club members is essential.

****The role of club executive** includes the following:

- Determine Purpose/Mission of Club
- Establish meeting times and location
- Communicate regularly with Staff Sponsor
- Facilitate meetings
- Plan and coordinate Club activities and fundraisers
- Communicate as needed with Admin regarding Club activities and fundraisers
- Get approval from Staff Sponsor and Admin for Club activities and fundraisers
- Communicate regularly with Club Members

Planning Club Events and Fundraisers

BEFORE:

- Determine the purpose of the event/fundraiser
- Set date(s) of event (Consult with Staff Sponsor- Clubs Fundraising Calendar)
- Determine what item(s) will be sold
- Complete Fundraiser Approval Form (Staff Sponsor & Admin signature)
- **After receiving approval**, contact outside groups, order supplies
- Bring Fundraiser Approval Form to Ms. Yip (Business Assistant)
- Organize advertising (e.g. announcements, posters etc.)

DURING:

- Pick up petty cash box from Ms. Yip on day(s) of event. Ensure that petty cash box is supervised at all times.
- Set up equipment/tables, etc. for event

AFTER:

- Return petty cash box to Ms. Yip
- Count money collected and complete deposit of funds form (within 1 week of event)
- Clean up area
- Remove posters etc.

****In collaboration with staff sponsor**