



H.J. Cambie Secondary School Club Sponsor 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 teacher sponsor is integral to the effective organization and management of clubs.

*The role of the **staff sponsor** includes the following:

- Determine Purpose/Mission of Club
- Oversee selection of Club Executives
- Establish meeting times and location
- Supervise Club meetings
- Plan, coordinate and supervise Club activities and fundraisers
- Communicate with Admin regarding Club activities and fundraisers
- Approve Club activities and fundraisers
- Oversee Club finances through communication with Angela Yip
- Develop student leadership skills

Resources for teacher sponsors include:

- Club Overview Approval Form
- Club Fundraiser/Event Approval Form
- Clubs & Fundraising Events Calendar (Portal)

*In collaboration with student executives & club members