

I O C



INTER-ORGANIZATIONAL COUNCIL

Club Handbook

Welcome to the Inter-Organizational Council!

The purpose of IOC is to establish cooperation and communication between all the clubs at Cypress Bay High School. It establishes standards for school clubs and organizations and helps maintain stability within them. Any club or organization that does not maintain these standards will be subject to probation, fines, and suspension.



IOC is supervised and organized by Cypress Bay High School's Student Government Association and run by the 1st Vice President, Katherine Gibson. Please see her contact information below and direct any questions or concerns to her.

- ✓ **Katherine Gibson**
SGA 1st Vice President: 2017-18
Email: cypressbayclubs@gmail.com

Club Rules & Requirements

- ✓ All clubs are required to have a Club Constitution/Bi-laws. IOC provides a template for clubs who do not currently have one.
- ✓ All clubs are required to keep club minutes of each meeting.
- ✓ All clubs and organizations must get ALL community service, fundraising, or social activities approved by the Student Activities Director, Mr. Selvidge and placed on the school-wide calendar.
- ✓ Each club and organization must complete and turn in an IOC Monthly Club Report as well as having club bi-laws, officer list, and member list on file with IOC each year.
- ✓ Each club and organization must get all promotional materials including banners, fliers, and posters, approved by Mr. Selvidge 48 hours prior to displaying them on campus. Please see below for promotion rules.
- ✓ Each club must remain in good financial standing and follow all bookkeeper rules.
- ✓ Advisors cannot oversee more than 2 clubs on campus
- ✓ Clubs must have a minimum of 20 active members on their club roster
- ✓ All clubs must participate in Harvest Drive & Freshmen Orientation
- ✓ All clubs and organizations **MUST** attend the regularly scheduled, mandatory monthly meetings which will be held in room 146. Each club and organization must have representation, preferably the Vice President. Attendance will be kept in record. Failure to attend these meetings will result in **CLUB PROBATION FROM ANY FUNRAISER AND/OR ACTIVITY or CLUB SHUT DOWN**. Please see the meetings dates below.
 - September 14th
 - October 2nd
 - November 6th
 - December 4th
 - January 9th
 - February 5th
 - March 6th
 - April 2nd
 - May 7th

IOC Officer Training: September 14th (Early Release Day) 12:30pm-3:00pm

Keeping Your Club in Good Standing

In order for your to remain in good standing, it must follow the IOC Rules and Requirements. A club will be penalized for each violation of these rules and requirements.

IOC will follow a “3 Strike You’re Out” policy where clubs who accumulate 3 strikes within a school year will be placed on probation and/or shut down. These clubs will need to complete the club application approval process again to be reestablished.

Some Examples of Strikes:

- Missing an IOC meeting (1 strike)
- Failure to turn in an IOC Monthly Club Report (1 strike)
- Failure to complete proper project approval paperwork before a club event (1 strike)
- Etc.

IOC Meeting Information:

What is the purpose of having monthly meetings?

Monthly meetings are held by the SGA 1st Vice President to maintain organization within IOC. These meetings allow club representatives to come together to communicate upcoming activities and discuss ideas for future ones. These meetings are a way to show a club’s dedication to its involvement in the school. Speakers will also attend this meeting to address club representatives (bookkeeper, fundraiser opportunities, etc.)

What do we do at the meetings?

IOC meetings are organized into an agenda. Club representatives will have an opportunity to share information about their upcoming events and fundraisers. There is a club of the month segment to recognize a club’s work. Vendors are brought in to pitch fundraising opportunities to the organizations. Club minutes are collected, and representatives are encouraged to ask questions and voice any concerns. IF your club would like anything added to the monthly agenda, please email the 1st VP.

How can I be sure that I never miss these meetings?

An email reminder will be sent the week of the meeting. Meeting dates are also found in this handbook. In addition, club officers can sign up for the IOC Remind account (text @ioccl to 81010) to get additional alerts and reminders.

Club of the Month:

“Club of the Month” is an award given monthly to recognize one club or organization for their hard work and accomplishments.

How can my club be recognized as Club of the Month?

- ✓ Vice President or club representative attends monthly meetings
- ✓ VP or Rep completes Monthly Club Report
- ✓ Hold creative events and fundraisers

How will SGA recognize Club of the Month winners?

- ✓ Certificate
- ✓ Plate on the “Club of the Month” plaque located in the office
- ✓ Treats at your next meeting
- ✓ Banner of recognition on the catwalk



Planning a Club Activity/Event

All clubs and organizations must get ALL community service, fundraising, or social activities approved by the Student Activities Director, Mr. Selvidge and placed on the school-wide calendar. Calendar can be viewed by visiting our school website.

- ✓ A project approval form must be completed and approved by Mr. Selvidge (his office is located in the Administrative office). Forms must be typed before submitting. Approvals will only be given to clubs in good standing. Check with bookkeeper to ensure your club is in good financial standing before submitting a form.
- ✓ Project approval forms are found at cbhsspirit.com/clubs. They must be filled out and signed by Mr. Selvidge **BEFORE** an event takes place. Forms are recommended to be turned in early to ensure your calendar spot.
- ✓ If money is involved, please bring to Ms. Thorton FIRST, then Mr. Selvidge

What's a project approval form?

THE SCHOOL BOARD OF BROWARD COUNTY FLORIDA
PROJECT APPROVAL FORM

Log # _____

This form must be completed and submitted to the Administration at least two weeks prior to the start of the project. The original form is submitted to the Bookkeeper to maintain for audit.

1. Today's Date _____
2. Requesting Organization _____
3. Sponsor's Name _____
4. Brief Description of Project and Purpose (e.g. money for travel to a competition, Prom etc.)

5. Dates Requested:
 1st Choice: Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
 2nd Choice: Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
 3rd Choice: Start Date: _____ End Date: _____ Start Time: _____ End Time: _____
(Circle the choice that was approved)

Date Financial Report is due: (Based on ending date of sale plus ten school days) _____

6. Will the Project or Sale take place on or off of campus?: _____

Specify Location: _____ or circle Auditorium Dell Lab Gym The Wave

Specify Event Needs (check all that apply): Security Needed Custodial Needed

7. Type of Project: (check one)

<input type="checkbox"/> Community Service	<input type="checkbox"/> School Service	<input type="checkbox"/> Faculty Activities
<input type="checkbox"/> Citizenship Development	<input type="checkbox"/> Fund Raising	<input type="checkbox"/> School Spirit
<input type="checkbox"/> Membership Motivation	<input type="checkbox"/> Other: _____	

8. Does this organization have any Fundraising Reports that are outstanding? _____

Log No.	Name	Log No.	Name

Bookkeeper's Signature _____ Date _____

After the completion of the above information, this Project Approval Form is to be submitted as directed by the Principal for the necessary approvals. Sign Below as indicated.

Class/Club/Department Representative: _____

Teacher/Sponsor: _____

Administrative Approval (Mr. Selvidge): _____

(Please fill out the back of this sheet if you are using the auditorium)

Planning a Fundraiser/Money Collection

There are many things to remember when planning a fundraiser or any activity that requires money collection.

- ✓ The fundraiser/money collection activity must be approved via project approval by Mr. Selvidge and Mrs. Thorton (the bookkeeper).
- ✓ **Collecting Money:**
 - All money must be collected and deposited to the bookkeeper by D Lunch, Monday - Thursday.
 - No money collecting on Fridays
 - Please call first before coming to ensure you can be helped in a timely fashion
 - Make sure all money is ORGANIZED! (Bills in order, facing the same direction, etc.)
- ✓ Financial Reports due to bookkeeper one week after the fundraiser ends
- ✓ Treasurers should be the primary officer handling club funds and financial documents. All treasurers MUST attend a mandatory training before club is allowed to participate in any activity involving money including collecting dues, fundraising, etc.
- ✓ Advisors are required to oversee all fundraisers and other club financial situations
- ✓ No change (\$1s, etc) will be given for any fundraiser, event, etc. Sponsors are responsible for obtaining change, not Mr. Selvidge

Service Hours

Club must follow the SBBC service hour rules when giving service hours to their members. Please visit Guidance to pick up a brochure.

Service Hours can NOT be given for the following reasons:

- ✓ Selling candy or other food items
- ✓ Donating canned food or any other monetary donations

Club Activity/Event Promotions

Due to Cypress Bay having copious amounts of clubs and organizations, the following rules are in place. Rules must be followed and have been created with the purpose of keeping a fair playing field among clubs and to keep the Bay looking great!

FLIERS	POSTERS	BANNERS
No more than 30 fliers per activity	No more than 5 posters per activity	No more than 5 banners per activity
Must be approved and signed by Mr. Selvidge BEFORE making copies	Must be approved and signed by Mr. Selvidge before hanging	Must be approved and signed by Mr. Selvidge BEFORE hanging
Only ONE flier per metal flier	Must be hung using blue painters tape; tape must be folded and hidden behind poster	If hung on wall, must use blue painters tape; tape must be folded and hidden behind banner
	Do not hang on center-building entrance windows (security hazard)	Can be hung on the catwalk if desired

*****FAILURE TO MEET THE RULES ABOVE WILL RESULT IN IMMEDIATE REMOVAL OF THE PROMOTION*****