

## **General Guidelines for All RISD Sponsors/Advisors After-School Programs**



### **REQUIREMENTS FOR MEETINGS**

1. Schedule to meet with students at least twice a month (bi-weekly). You can meet with them as much as needed to fulfill plans for upcoming events or events.
2. Keep a record of attendees. It would be best to have one of the club members keep track of those who show up for meetings. Create a checklist of items to be discussed and have it ready to be presented at every meeting.
3. Assign a student member to take notes or document events in a log when a meeting is in session. The sponsor and co-sponsor can help out with the writing. It would be best to empower one of the student members to carry out the task.
4. Report attendance and write a short description from each presented meeting. Make sure to email the information to the Director of Athletics and After-School Programs prior to the monthly meeting.
5. All sponsors/advisors and club representatives are scheduled to attend the lottery meeting to select dates for events and fundraisers. Selected dates for events will be recorded in the master calendar to prevent conflicts and confusion.

### **SPONSORS/ADVISORS**

1. Check and be responsible for your organizational guidelines for deadlines, events, requirements, etc.
2. Each organization will be assigned a bulletin board for information, cultural exposure, interesting facts, upcoming events, etc. Students are not to be assigned to decorate the bulletin boards; only sponsors/advisors. The purpose is to expose our students to information relating to cultural themes and interests. Sponsors/advisors are required to change themes on a quarterly basis. Any new information and upcoming events are required to be posted. Make sure to remove old information and past events.
3. Sponsors/advisors are required to meet with the Director of Athletics and After School Programs on a bi-weekly basis to review information on future and past events. Meetings will be arranged on a fixed day of each month throughout the

school year. For example, the Jr NAD Advisors will meet with the Director of Athletics and After-School Programs on the first Monday of each month. Meetings are not limited to regular meetings. Sponsors/advisors can request a meeting with the Director of Athletics and After School Programs at any time after school hours or lunch break as needed.

4. Prior to the monthly meeting with the Director of Athletics and After School Programs, sponsors/advisors need to prepare their hours and information, including plans/events/summary/minutes of the previous event on paper, and even an agenda for the Director of Athletics and After School Programs to review and discuss.
5. Create a hierarchy to keep the organization/club in order. It can be addressed as President, Vice-President, Treasurer, and Secretary, or in another format that is appropriate to the club's goals.
6. You are responsible for keeping the receipts for reimbursement. Copies of all receipts are required for filing purposes. Please submit your request for funds through the Friends of RISD Jotform. **Reminder:** We will not cover sales tax, so please make sure to exclude it from your purchases. All purchases must be approved by the Director of Athletics and After-School Programs prior to making any arrangements.
7. Communicate with the Director of Athletics and After-School Programs for any changes, requests, approvals, and other needs to fulfill the organizational goals.
8. Follow up with the students or members to post information via flyers or emails for any upcoming events. Make sure to notify teachers in advance if there will be any "pull-outs" or field trips. It is required to give teachers a **3-week** advance notification.

## **FUNDRAISERS**

1. Fundraising events can occur anytime during the school year as long as it has been approved by the Director of Athletics and After-School Programs. To approve the event, one of the sponsors/advisors will need to complete the JotForm Fundraising Request form.

2. All flyers must be approved by the Director of Athletics and After-School Programs before posting. This is to check the appropriateness of the content and possible errors before they are displayed to the public. Flyers are NOT to be posted on vending machines, windows, doors, or walls. After the event, please take down the flyers.
3. For any upcoming fundraising event that has been approved, flyers or emails about the event shall be posted at least two weeks before the event.
4. Flyers are to be posted on the school hallway bulletin boards, information bulletin boards (library, gym, cafeteria, walls right next to the doors, and hallways), and handouts need to be delivered to the staff mailboxes in the Business Office. Do not post flyers on vending machines in hallways with classrooms, windows, walls, and doors.
5. On-campus fundraising events can be used to raise money to support the clubs/organizations. In requesting sponsorship or donations from businesses or organizations that are not related to the Rhode Island School for the Deaf, the RISD clubs/organizations are required to display or show proof of items being donated for specific causes. Donations from businesses are for educational purposes, and they need to be justified by the Director of Athletics and After-School Programs before promotion. Donations from businesses can not be used for Senior Trips or other non-educational events.
6. All fundraising earnings or profits are required to be deposited in accounts within 24 hours after the fundraising event, and sponsors/advisors must submit a copy of the receipts to the Director of Athletics and After-School Programs for filing purposes. Please make sure to keep a copy for yourself. Spreadsheets are highly recommended.
7. During the fundraising event, submit a record of attendance or tally the number of people who were present at the event. You are required to give a copy of this record to the Director of Athletics and After-School Programs.
8. Funds from the account can be withdrawn. The sponsors need to request approval from the Director of Athletics and After-School Programs before buying supplies or using the money for organizational purposes. The money cannot be withdrawn from the Friends of RISD organization's account. Any remaining funds must be returned with dated receipts as proof of expenses related to the fundraising event.

9. Sponsors would need to fill out a Friends of RISD Jotform-funding requisition. A copy of receipts or purchases must be submitted to the Friends of RISD funding within two weeks for reimbursements or direct payment to businesses or a specific person for reimbursement. If the purchase was made on a Friday, make sure to deposit the remaining funds with a receipt on the following Monday.

## EVENTS

1. At least one cultural awareness event is required for each school year's quarter. It could be anything related to the organization's goals. For example, the Hispanic Club might arrange a dinner at the Chipotle Restaurant to expose student members to different types of cultural foods and information.
2. The organization/clubs must present at least one community-wide event per school year. Additional community-wide events are welcomed. Each organization can create fundraising events to raise funds to support any upcoming events.
3. Notify the public about the upcoming event at least **two weeks** in advance. Check with the Director of Athletics and After School Programs for approval before sending out a notice using flyers, emails, and handouts.

## FIELD TRIPS/TRANSPORTATION

1. A Field Trip Request Jotform needs to be filled out if trips are planned during students' class time. Sponsors/advisors would need to make prior arrangements with the affected teachers for approval to dismiss students from classes before submitting the request form. If a trip is planned after school, you would need to check with the Director of Athletics and After-School Programs for availability due to the use of vehicles or after-school activities. It would be the same with coaches if any of your students are involved with sports. The request form is required to be submitted at least **three weeks** in advance of the event.
2. If you need funds to cover field trip expenses, you will need to save receipts then request reimbursement through Friends of RISD JotForm. If receipts are lost, you will be responsible to cover the cost at your own expense.

3. After submitting the JotForm, it would be helpful to email teachers, the principal, the administration team, and the Director of Athletics and After-School Programs at least three weeks before the upcoming trip. A reminder notice the day before the event is also suggested.

## **INTERPRETERS**

1. If interpreters are needed for any scheduled event or fundraiser, you must fill out an Interpreter Request Form (use the JotForm) and submit it to the interpreter coordinator at least two weeks before the event.
2. After JotForm requests interpreters, it would be best to have a format or a short description of what will be presented at the event. It would be helpful for interpreters if you have a script ready for them to review and be prepared. In addition, schedule your requested interpreters an extra thirty minutes before the event to go over details and expectations.
3. Double-check with your students to determine what kinds of interpreters are needed. There are two kinds of interpreters: Voice and American Sign Language (ASL) Interpreters. If you request Voice Interpreters, they will interpret the presenter(s) using American Sign Language for the hard-of-hearing and hearing audience. If you request American Sign Language Interpreters, they will interpret for the presenter or presenters to the ASL audience. You would need to clarify your request in order to receive interpreters suitable to your needs and Expectations.
4. Read the In-house interpreter procedure guidelines for further information on requesting interpreters.

## **NURSE/MENTAL HEALTH REQUIREMENTS**

1. If you are planning a trip outside of the campus, make sure to fill out the Health Center Coverage Form. According to the form, "All requests for RN Penny coverage outside of normal school days must be made using this form. Both hard copies and electronic copies are acceptable. Please submit requests a minimum of three weeks in advance. If you do not hear from RN Penny within a week of the scheduled event, please contact RN Penny to ensure that your request has been received and is being processed." You will need to submit requests to the school's RN, Penny Bailey.

2. Make sure to stop by Penny's office before the planned event to see if medications for the participating students are needed.
3. If you suspect child abuse or neglect from a student or students, you will need to fill out the Suspected Child Abuse/Neglect Report Form. It is your responsibility, acting in good faith, to report to your supervisor and fill out the form if you happen to notice any kind of physical abuse or markings. Send the student to the Health Center for examinations. Report your suspicion to your supervisor, Director of Athletics and After-School Programs, and principal.
4. If a student or students display inappropriate behavior or he/she reports to you a criminal incident regarding another student, you will need to fill out a Behavioral Incident Report Form. You will need to report incidents involving unusual behavioral conduct(s), such as theft, vandalism, bullying, and other behavioral violations, according to the Student's Code of Conduct Handbook. After filling out the Behavioral Report form, make sure to send emails to the following people: the Director of Special Education, Principal, Director of Athletics and After School Programs, School Counselor, Social Worker, and any other appropriate staff (i.e., Nurse, Transportation Coordinator, etc.)
5. If you suspect suicidal tendencies or patterns such as depression, withdrawals, unusual body markings, inappropriate written statements, etc., from a student, you take immediate action by reporting to your supervisor and the Mental Health Services via email. You will also need to fill out a Referral for Mental Health Services form. It is critical for you to immediately report any suicidal tendencies from students. You would also need to walk with the student to nurse Penny Bailey for a follow-up.
6. If there was an accident, make sure to fill out the Health Center Medical Incident Report form and report to your supervisor.