

**St. Matthew Catholic School, San Antonio, Texas
2018-2019 Student- Parent Handbook**

SECTION 27

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ST. MATTHEW CATHOLIC SCHOOL**

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**CLUBS, ORGANIZATIONS AND GROUP ACTIVITIES *
ST. MATTHEW CATHOLIC SCHOOL**

**The terms clubs, organizations and group activities are not mutually exclusive, but rather used herein interchangeably.*

Clubs at St. Matthew Catholic School give students an opportunity to use their skills, explore their interests and/or express their creativity.

CURRENT CLUBS AT ST. MATTHEW

The National Junior Honor Society, The Student Council and The Peer Mediation Club are directly integrated into the school day. The Rosary Prayer Club, the Art Club, the Theater Arts Club, The STEM club, The Music Liturgy Club, The Robotics Club and the Chess Club meet before or after school. All Athletic Clubs meet for practices after school. Athletic clubs for Middle School include: Baseball, Basketball, Cheerleading, Cross-Country, Dance Team, Football, Golf, Soccer, Spirit Squad, Tennis, Track, Twirlers. And Volleyball. Athletic Clubs for primary and elementary students include: Mini Spirit Squad and Twirlers.

Music lessons are offered through the music teacher.

The St. Matthew PTC and the St. Matthew Booster Club are parent clubs that fund-raise to support the school and the accompanying athletic programs. The Principal is a member of the PTC executive board and the Athletic Director is a member of the Athletic Booster Club.

The Graduation Dinner/Dance committee is composed of 8th grade parents who plan and execute the 8th grade Graduation celebration which is usually held on the evening of the 8th grade graduation ceremony. Membership on the Graduation Committee always includes a faculty member or a member of the administration.

LEADERS/SPONSORS

All student clubs at St. Matthew will have a faculty/staff sponsor or a designated sponsor approved by the Principal of the School.

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GOVERNANCE

All club members are bound by the rules and regulations in the St. Matthew Catholic School Student-Parent Handbook both on the campus or at club events off-campus.

In the case of athletic clubs*, coaches and assistant coaches are under the direct supervision of the Athletic Director and the Principal. In the case of unique special-interest clubs, like the Chess Club, an outside organization may provide the leadership of the club. These organizations will be vetted through their mission statement and any personnel who will be working with St. Matthew Students will be required to obtain a Criminal Background Check through the Archdiocese of San Antonio.

*For specific rules and regulations regarding the operation of Athletic Clubs, please see the St. Matthew Catholic School Athletic Handbook portion of the St. Matthew Catholic School Student-Parent Handbook.

CRIMINAL BACKGROUND CLEARANCES

All paid and volunteer club sponsors/volunteers must have a Criminal Background check and participate in the Virtus – Protecting God’s Children Training program required by the Archdiocese of San Antonio.

SCHEDULING MEETINGS AND PRACTICES

The club leader is responsible for setting meeting locations/dates/times. All locations, dates and times must be scheduled using the St. Matthew Facilities calendar found under the resources tab on the church website: <http://www.stmatts.org/>.

STARTING A NEW CLUB

Faculty/Staff/Parents who are interested in bringing a new club option to the students of St. Matthew Catholic School must present it to the Principal. It should be in the form of a written proposal explaining the nature of the club, how it will intersect with the mission of St. Matthew Catholic School and contain a proposed budget for the club.

**FINANCIAL REQUIREMENTS FOR CLUBS, ORGANIZATIONS AND
GROUP ACTIVITIES**

FINANCES

All clubs are to be financially self-sufficient. This can be accomplished through fees charged or through the school authorized fund-raising events. All fees and club dues, except through authorization by the administration, are billed through the FACTS MANAGEMENT program.

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The annual Halloween carnival is the designated opportunity for all clubs/organizations to sponsor a food, drink or snack booth to make money for their organization. The Athletic clubs sell homecoming and spring program books. The NJHS sponsors the school supply sale at the beginning of the school year and the Student Council sponsors one fund-raiser during the school year. Student Council will often host \$1 dress-down days which provide dedicated monies for a specific charitable organization like Catholic Charities or support Catholic Relief Services in their disaster relief efforts.

All clubs, organizations and group activities must donate 10% of their profits to the St. Matthew Catholic School Endowment Fund.

CONTRACTS

Club leaders/sponsors may not enter into a signed agreement with any entity using the name of St. Matthew Catholic School. All contracts are to be signed/approved by the Principal or his/her designee.

An approved Contracted Services Form found in the Use of Facilities section of this handbook and at the end of this document, must be signed by the school Principal or the Principal's designee and the service provider. Some examples of service providers are: DJ services and catered food services.

Here are the guidelines for clubs and organizations regarding budget planning, deposit and check request procedures.

BUDGET

Each organization will be required to submit an annual budget to the Principal and Business Manager by June 15th for the upcoming school year. (See the St. Matthew Catholic School Student-Parent Handbook for Club Budget Form). Both revenues and expenses will be budgeted for the upcoming school year. Budgets will be reviewed by both the Principal and Business Manager for approval.

INCOME

When income is received by organizations, the following policies must be followed:

- All deposits must be counted and prepared by two organizational representatives prior to submitting to the Business Office.
- Deposit slips will be filled out and signed by both individuals attesting to the collected amount and submitted with each deposit.
- A copy of the deposit slip should be retained by the organization for their records.

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- All deposits should be turned into the Business Office by the close of business the following business day.
- Deposit forms can be found in the handbook, on RenWeb or by contacting the Business Office.

EXPENSES

All authorization for Payment/Transfer (check requests) will need to be submitted by the Club Sponsor/Treasurer and approved by the Principal. Supporting documentation must accompany each request (invoices, receipts, etc). No orders/purchases or check requests will be approved unless the expense is fully funded. The Business Office processes checks on Tuesdays. Please have check/reimbursement requests in by the prior Friday to have the check processed by the following Tuesday.

Check request forms can be found in the handbook, on RenWeb or by contacting the Business Office.

If expenses are required to be paid out directly from cash receipts, a detailed accounting of all expenses paid must accompany a deposit slip.

MID-YEAR BUDGET REVIEW*

Clubs/Organizations may be subject to turn in mid-year budget reviews upon the school administration's request. The form will show both budgeted and actual numbers. The mid-year budget review will be presented to the school council with the January financial report.

See APPENDIX A – Forms for Contracted Services form, Budget Form, Deposit Form, Authorization for Payment/Transfer (check request)