



AL-HADI SCHOOL

HANDBOOK FOR CLUB ADVISORS

2024-25

Clubs provide an important sense of community at school and give students an opportunity to delve into interests of all kinds. They connect the student body through shared interests, allow students to take on leadership roles, and give them the opportunity to explore new fields of learning. Each club at Al-Hadi shall have at least one teacher, whose role will be that of a club **advisor**.

Under your leadership, our students will grow as they discover new talents and abilities as well as the satisfaction of helping and working with others. This handbook will inshaAllah provide you with the information you need to be successful in organizing your team and its activities.

As an advisor, your responsibilities are as follows:

- The advisor has the responsibility of providing guidance and leadership to the club officers and cooperating class.
- Read the club constitution with students in the first club meeting.
- Meet with students weekly.
- Make sure weekly minutes are being taken, especially when questions arise around raising or spending funds.
- Help guide students through at least one fundraising activity per year.
- Process all paperwork and accounting procedures in a timely fashion, ie. financial records, purchase orders, fundraising reports, inventories and budget requests.
- Supervise and chaperone all meetings and activities, i.e. poster painting, projects, fundraisers, etc.
- Attend an annual advisor meeting at the beginning of each school year.
- Make sure there is an updated first aid kit available at all times in your classroom or designated club space.
- Have each student's emergency contact information at hand (especially during after school and weekend activities).
- Communicate with parents about student pick up time after school.
- Follow school policies regarding student discipline and safety.
- Schedule a club event as far in advance as possible, especially when you need to reserve a particular room or if you require special audio/video equipment.
- Schedule facilities ahead of time for special events.
- Make sure equipment and supplies needed for events are in good working order.

- Enlist the help of parents, if needed.
- Help students create a budget- This process involves estimating, as accurately as possible, the revenues and expenditures for your club for the upcoming school year.
- Keep copies of fundraiser requests, receipts, meeting minutes, etc. in a binder or a shareable folder on google drive.
- ADVERTISING: Please make sure students post club announcements/ advertisements/ bake sale flyers/ information about other club events at least one week in advance. Please make sure they have the club's name and date on them. Please make sure students remove all flyers no later than a week after the event.

Thank you for your commitment to school activities and our students.

“If a country is to be corruption free and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. They are the father, the mother and the teacher.”

— A. P. J. Abdul Kalam