



STILLWATER AREA HIGH SCHOOL HOME OF THE PONIES

humble in victory, gracious in defeat

STUDENT & PARENT/GUARDIAN ACTIVITIES HANDBOOK

Stillwater Area High School – Activities Office

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Greetings and Welcome to Stillwater Area High School!

Stillwater Area High School has a rich tradition of successful fine arts groups, athletic teams, and clubs, especially over the past four decades. Stillwater Area High School is committed to developing quality young people for life through its wide variety of co-curricular offerings. We pride ourselves on the fact that these programs stress passion, commitment, character, toughness and intelligence.

Our teachers, coaches and advisors are outstanding leaders and role models. They take pride in offering opportunities to our students. Challenges, mentoring, growth and participation are attributes these adults hope to bring out in our students.

At Stillwater Area High School, we believe that participation in activities plays an important role in academic, social, and emotional growth of students. There is no question that activities play a powerful role in shaping a positive school culture. The Stillwater Pony has a unique identity, one that is respected around the state of Minnesota and across the country. Our programs generate a tremendous pride among students, staff, parents, and community.

A high quality activities program is essential to being a world-class high school. It gives our students opportunities to develop and grow. We have high expectations for student success, and we expect respectful interaction between all individuals involved in our programs.

The purpose of this handbook is to inform students, parents and community members about our philosophy, expectations, policies, and the different programs that we offer. If there is ever a question or concern, please don't hesitate to contact the high school's activities office.

As we embark on another school year, we ask that fans, students and parents be humble in victory, gracious in defeat, and represent Stillwater in the best way possible. Sportsmanship, character, and class are attributes we want to be recognized by others around the SEC and state.

Best wishes to our Stillwater Area High School performers and become involved in our high school community.

GO PONIES!!

Ricky Michel
Activities Director
Stillwater Area High School
Class of 1981

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STATEMENT OF PHILOSOPHY

The purpose of interscholastic activities and clubs at Stillwater Area Schools is to provide all students with an opportunity to participate in a well-developed, well-run program. It is believed that positive and educationally sound experiences are available to those students who choose to become active in athletics, fine arts, and school clubs. These co-curricular activities shall exist as an integral part of the total educational process, and as such should always be operated with the well-being of the student in mind, and governed by educationally sound decisions.

VISION STATEMENT

The Stillwater Activities Department is a dynamic community asset. As the most visible and accessible representatives of SAHS, our activities generate tremendous pride among students, staff, parents and community. Pony Activities are innovative and grounded in fundamentals, featuring participants who are fierce and respectful competitors. We are committed to developing a winning legacy with integrity.

PHILOSOPHY & GOALS

The mission of Stillwater Area Schools is to empower all learners with the knowledge, skills, and attitudes for success. Within that framework, the Stillwater Activities Department has an active commitment to meet the following goals:

1. To provide all student-athletes with positive experiences which promote the ideals of leadership, physical fitness, competition, and the pursuit of excellence.
2. To protect the well being of student-athletes through policies and procedures concerned with safety, fitness, and injury care.
3. To foster progress of student-athletes through the academic curriculum of the educational institution to which they belong.
4. To empower all student-athletes with the knowledge, skills, and attitudes for success in academics, athletics, and life.
5. To produce first class, competitive teams.

HIGH SCHOOL ATHLETICS PHILOSOPHY

1. Stillwater Area High believes that students should get involve in co-curricular programs as much as possible and promotes as many levels of competitive teams as possible.
2. Varsity Program- This is the best team that our community and school supports. It is highly competitive in nature and we follow the MSHSL guidelines. Playing time is not equal. There may be times when athletes don't get to compete in a contest.
3. Junior Varsity-This team may consist of ninth graders, sophomores, juniors, and seniors. It is both developmental and participatory in nature. Playing may not be equal, but athletes will get an opportunity to perform in contests. Seniors on JV teams varies by sport and by coaching decisions.
4. B-Squad-This level is primarily tenth graders. There may be a few exceptions but the team is developmental for a program. Playing is not equal, but an attempt to have athletes participate in contests is given.
5. Ninth grade teams are considered the first year of a high school program and may not play all athletes equally. We stress that all should get an opportunity to play in a contest, but playing time may not be equal. This is the first year in a high school program. It is about skill building and individual development in a team setting.
6. Ninth grade is the first year in which participants may be cut from certain teams. This is likely to happen in volleyball and boys and girls basketball. We invite those who are released from a team to sit down and discuss things with their coaches. It is an opportunity for individuals to get feedback about skills.
7. There are cut sports at the high school level. Boys and girls basketball, hockey, and lacrosse are the sports we deal with cuts the most. Gymnastics, baseball, and softball have also had times when they have had to cut. Please note that we respect the coaches' decisions when choosing their teams. It is the right of everyone who tries out to receive feedback from the coaching staff about their tryout.
8. High School programs 9-12 allow for ninth graders to play any of the four levels offered in a program (9, B, JV, and V), Sophomores are allowed to compete at the B-squad, JV, and Varsity levels, juniors and seniors may compete at the JV and Varsity level.

OPPORTUNITIES FOR STUDENTS

Please Note: Registration on Fee Pay is required for all of the following activities (even if there is not a fee).

Activity	Gender	Season	Type	Notes
Adapted Floor Hockey	Co-Ed	Winter	MSHSL SAHS Athletic Team	
Adapted Soccer	Co-Ed	Fall	MSHSL SAHS Athletic Team	
Alpine Ski	Girls	Winter	MSHSL SAHS Athletic Team	
Alpine Ski	Boys	Winter	MSHSL SAHS Athletic Team	
Baseball	Boys	Spring	MSHSL SAHS Athletic Team	
Basketball	Girls	Winter	MSHSL SAHS Athletic Team	
Basketball	Boys	Winter	MSHSL SAHS Athletic Team	
Cross Country Running	Girls	Fall	MSHSL SAHS Athletic Team	
Cross Country Running	Boys	Fall	MSHSL SAHS Athletic Team	
Dance Team	Girls	Winter	MSHSL SAHS Athletic Team	
Golf	Girls	Spring	MSHSL SAHS Athletic Team	
Golf	Boys	Spring	MSHSL SAHS Athletic Team	
Gymnastics	Girls	Winter	MSHSL SAHS Athletic Team	
Football	Boys	Fall	MSHSL SAHS Athletic Team	
Hockey	Girls	Winter	MSHSL SAHS Athletic Team	
Hockey	Boys	Winter	MSHSL SAHS Athletic Team	
Lacrosse	Girls	Spring	MSHSL SAHS Athletic Team	
Lacrosse	Boys	Spring	MSHSL SAHS Athletic Team	
Nordic Skiing	Girls	Winter	MSHSL SAHS Athletic Team	
Nordic Skiing	Boys	Winter	MSHSL SAHS Athletic Team	
Softball	Girls	Spring	MSHSL SAHS Athletic Team	
Swimming & Diving	Girls	Fall	MSHSL SAHS Athletic Team	
Swimming & Diving	Boys	Winter	MSHSL SAHS Athletic Team	
Synchronized Swimming	Girls	Spring	MSHSL SAHS Athletic Team	
Tennis	Girls	Fall	MSHSL SAHS Athletic Team	
Tennis	Boys	Spring	MSHSL SAHS Athletic Team	
Track & Field	Girls	Spring	MSHSL SAHS Athletic Team	
Track & Field	Boys	Spring	MSHSL SAHS Athletic Team	
Volleyball	Girls	Fall	MSHSL SAHS Athletic Team	
Wrestling	Co-Ed	Winter	MSHSL SAHS Athletic Team	
Debate	Co-Ed	Winter	MSHSL Non-Athletic Team	SAHS Sponsored
One Act Play	Co-Ed	Winter	MSHSL Non-Athletic Team	SAHS Sponsored
Robotics	Co-Ed		MSHSL Non-Athletic Team	3M Sponsored
Speech	Co-Ed		MSHSL Non-Athletic Team	SAHS Sponsored
Math League	Co-Ed		SAHS Non-Athletic Team	
Science Bowl	Co-Ed		SAHS Non-Athletic Team	3M Sponsored
Cavallino Chamber Orchestra	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Con Amici Orchestra	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Drama	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Grade 9-10 Chamber Choir	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Jazz Band I	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Jazz Band II	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Select Women's Choir	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Vagabonds	Co-Ed		SAHS Sponsored Club	Supplemental Fine Arts
Community Service Varsity Letter	Co-Ed		SAHS Sponsored Club	Service Organization
Pep Band	Co-Ed		SAHS Sponsored Club	Service Organization
Prom Committee	Co-Ed		SAHS Sponsored Club	Service Organization
Superfans	Co-Ed		SAHS Sponsored Club	Service Organization

Activity	Gender	Season	Type	Notes
Art	Co-Ed		SAHS Sponsored Club	General
DECA	Co-Ed		SAHS Sponsored Club	General
Exchange Students	Co-Ed		SAHS Sponsored Club	General
FFA	Co-Ed		SAHS Sponsored Club	General
French	Co-Ed		SAHS Sponsored Club	General
Key Club	Co-Ed		SAHS Sponsored Club	General
National Honor Society	Co-Ed		SAHS Sponsored Club	General
Physics	Co-Ed		SAHS Sponsored Club	General
Pony Express Newspaper	Co-Ed		SAHS Sponsored Club	General
Science Olympiad	Co-Ed		SAHS Sponsored Club	General
Senior Council	Co-Ed		SAHS Sponsored Club	General
Skills USA	Co-Ed		SAHS Sponsored Club	General
Student Council	Co-Ed		SAHS Sponsored Club	General
Stylus/Creative Arts Magazine	Co-Ed		SAHS Sponsored Club	General
Super Mileage	Co-Ed		SAHS Sponsored Club	General
Yearbook	Co-Ed		SAHS Sponsored Club	General
Amnesty International	Co-Ed		SAHS Student Initiated	
Anime	Co-Ed		SAHS Student Initiated	
Archery/Bow Hunting	Co-Ed		SAHS Student Initiated	
Asian Student Union	Co-Ed		SAHS Student Initiated	
BIZAA	Co-Ed		SAHS Student Initiated	
Black Student Union	Co-Ed		SAHS Student Initiated	
Cycling	Co-Ed		SAHS Student Initiated	
Dollars for Dreams	Co-Ed		SAHS Student Initiated	
Dungeons & Dragons	Co-Ed		SAHS Student Initiated	
Fellowship of Christian Athletes	Co-Ed		SAHS Student Initiated	
Frolf/Frisbee Golf	Co-Ed		SAHS Student Initiated	
GSA	Co-Ed		SAHS Student Initiated	
K-Pop	Co-Ed		SAHS Student Initiated	
Minecraft	Co-Ed		SAHS Student Initiated	
Music	Co-Ed		SAHS Student Initiated	
Naturalist	Co-Ed		SAHS Student Initiated	
SAHS Diversity	Co-Ed		SAHS Student Initiated	
Video Game	Co-Ed		SAHS Student Initiated	
Young Democrats	Co-Ed		SAHS Student Initiated	
Young Republicans	Co-Ed		SAHS Student Initiated	
Youth for Sustainable Solutions	Co-Ed		SAHS Student Initiated	
Bowling	Co-Ed		Independent Provider	
Clay Trap	Co-Ed		Independent Provider	
Equestrian	Co-Ed		Independent Provider	
Figure Skating	Co-Ed		Independent Provider	
G-Team Snowboarding	Co-Ed		Independent Provider	
Karate – Martial Arts	Co-Ed		Independent Provider	The Edge Martial Arts
Mock Trial	Co-Ed		Independent Provider	Eckberg-Lammers
Mountain Biking	Co-Ed		Independent Provider	
Ultimate Frisbee	Co-Ed		Independent Provider	

MIDDLE SCHOOL ATHLETICS PHILOSOPHY

The purpose of middle school athletics is to provide students an opportunity for participation in sports they are interested in and make more of a connection with their school community.

Sixth, seventh and eighth grade sports should be based on all athletes getting an opportunity to play in contests, provided they have been attending practices on a regular basis. Participation is key at this level.

COMMUNICATION PROCESS

Conflict/Resolution Process: In order to allow an expression of differences that occur in athletics, a procedure has been developed for establishing a line of communication between school, parent-guardian, students, and coaches. This procedure should follow an orderly process. We also feel that this is a learning process for student-athletes in becoming an advocate for themselves.

- No conflict should be addressed immediately following a game or practice. The game site, practice site, locker room is not an appropriate place to resolve conflict. Most conflicts are better resolved with an appropriate cooling down period.
- If you are unhappy, please call or arrange a meeting to take place the following workday.

First Step:

Player requests a meeting with the coach.

- We ask the player choose an assistant coach they trust to be a second set of ears.
- Agree on what the conflict is and agree on a resolution plan.

Second Step:

- Player, parent-guardian, Head coach and an assistant meet together
- We ask that both head coach and player review what has taken place with communication up to this point (recap)
- Discuss the resolution plan and why it has not worked. Is there another solution that all parties agree to?

Third Step:

Player, Parent, Head Coach and Athletic (Activities) Director meet

- Recap how we got to this point
- Agreements and disagreements discussed to date
- Plans put into place-outcomes
- Activities Director is there to mediate this discussion but could offer solutions as well
- Activities Director informs principal about situation

Fourth Step:

Player, Parent, Activities Director, Principal meet

- Recap to this point
- Solutions given and tried (discussed)
- Principal mediates discussion
- Offers solution (principal)
- Inform the director of secondary education about the matter

We suggest that this does not go to the Superintendent or School Board Members. We also suggest that if people from the community approach them about co-curricular issues that deal with basic conflict/resolution matters, they refer them to the Activities Director.

RESPONSIBILITIES OF SPORTSMANSHIP

Coaches

- Follow the rules of the sport during the course of the game.
- Accept the decision of the game officials without showing inappropriate emotions.
- Avoid unsportsmanlike gestures and language.
- Avoid public display of criticism in front of players and spectators.

Players

- Display at all times the qualities of sportsmanship
- Show respect for your opponents
- Respect the judgment of game officials
- Accept both victory and defeat with pride and compassion, be neither bitter or boastful

Spectators

- Cooperate with event staff and game officials
- Respect the judgment of coaches and officials
- Avoid unsportsmanlike gestures and language

Parents/Guardians

- Display at all times the qualities of sportsmanship
- Show respect for both coach and officials
- Show respect for the parents and fans of the other school

Acts of Misconduct

- Throwing objects onto the playing surface or in the stands
- Behavior deemed dangerous or interfering with the rights of others to watch the game
- Possessing, consuming, or being under the influence of chemicals
- Use of obscene, profane, or abusive language
- The use of artificial noisemakers
- No entering the playing surface at any time!

FAN DEPARTMENT POLICY

Stillwater Area Schools expects fans to demonstrate good sportsmanship during athletic events. It is expected that all spectators will treat athletic participants, coaches, officials, and representatives of competing schools with respect. We follow the Suburban East Conference's sports initiative.

Administrators will monitor contests to ensure that negative behavior is not tolerated and that a positive atmosphere exists for participants, officials, and spectators.

Should fans be observed acting inappropriately (berating athletes, coaches, officials or event staff), the following procedure will be followed:

First Offense: Administrator will informally visit the fan and explain the impropriety of the behavior. Administrator can eject the fan from contest if violation is blatant.

Second Offense: The individual will be ejected from the contest and will be told that any further problems will result in suspension for the remainder of the school year.

Third Offense: Suspension from contests for the remainder of the year.

Streaking at a school event will result in a ten day suspension from school and a suspension from all school events for the remainder of the year.

ATHLETIC TRAINER

Stillwater Area High School has a certified trainer on staff to care for all athletic injuries sustained during school sponsored interscholastic activities. The trainer, who is on duty at all home events, will provide prevention, emergency care, treatment, and rehabilitation of athletic injuries under the direction of Stillwater's team physician or an individual's physician.

Things to remember:

- Report all injuries to your coach or the trainer when they occur
- If you see a physician, get a note with a diagnosis and any restrictions or therapy and present it to the trainer
- Report to the training room daily until instructed to do otherwise
- Equipment borrowed from the training room should be returned as soon as possible
- No athletes should be in the training room unsupervised

REGISTRATION PROCESS

If you are signing your child up for a high school sponsored sport, you need to have the following complete before you can register:

1. A Copy of a Current Sports Qualifying Physical Exam Form submitted to the SAHS Activities Office. SQPEs are good for three years from the date of the SQPE. It may not expire for the sport for which you are registering. Exam copies will be kept on file in the SAHS Activities Office until they have expired. SQPE can be submitted one of three ways. Via Fax 651.351.8033, by email to delahuntj@stillwaterschools.org or in person at the SAHS Activities Office. Students may deliver to the office during the school day or an adult may enter via Door 11W. Note: If you are signing your middle student for a high school sport, you must submit a copy of their SQPE to the SAHS Activities Office.
2. A completed current MSHSL eligibility packet-This has to be done every school year. You will be able to fill this out using Fee Pay.

To Register:

- Go to high school activities website at: www.goponies.org
- Click on the Fee Pay icon on the high school home page.
- Log in. If this is the first time registering, you will need to enter the student's six-digit ID number.

To Download Sports Qualifying Physical Examination Forms:

<http://www.mshsl.org/mshsl/publications/code/forms/PhysicalExam.pdf?ne=5>

3. Fees for the sport participating-If you are on Free or Reduced lunch program we adjust the fee accordingly. When using Fee Pay, the discounts are automatically adjusted if you have indicated that preference during account set up.

EXCEPTIONAL ATHLETE POLICY

A seventh or eighth grade student is eligible to participate in a (9-12) program if they can compete at the varsity level. The only exception we have to this is they may compete at a lower level to allow a level to continue.

Exceptional athlete candidates must contact the head coach of the program and the high school activities director.

TRANSPORTATION TO EVENTS

The safety of your child is our primary goal when transporting students to events, and we are committed to providing safe transportation for all of our student/athletes and coaches.

- Athletic team members will use the mode of transportation provided by the school unless special pre-arrangements are made in writing and approved by the Activities Director or his designee.
- Buses will leave at pre-designated times organized by the head coach and the Activities Office.
- All student/athletes are expected to conduct themselves as good examples of Stillwater Area Public Schools at all times. Student/athletes are in the eyes of the public both on and off the field or court.

Every athlete is strongly encouraged to return on the team bus. If the athlete must leave early or travel with their parent at the conclusion of a contest, it is their obligation to pick up, fill out and return a signed note from the parents. Player and parent will meet with the coach before alternate transportation has been approved.

SOCIAL MEDIA

The use of social media by student/athletes is common in today's world. We caution student/athletes when they put things out there on Facebook and other social media venues. Know that MSHSL Code of Conduct rules will apply if social media is negative. Athletes have to realize that students, parents, and people from the community who witness poor choices when it comes to the use of social media do not hesitate to bring this to the attention of coaches and the Activities Office. Parents should also realize that students have created dummy accounts outside of their home pages.

We strongly encourage students to be careful in what they put out there. Remember, once something is posted on a social media outlet, it is public. This has become a bigger problem over the last few years.

BULLYING & HAZING

Bullying and Hazing is not tolerated by Stillwater Area Public Schools. Students and staff involved with Stillwater Area High School activities are prohibited from engaging in any type of bullying or hazing activity.

Bullying and hazing includes any actions or situation created intentionally, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes any action that endangers the health or well-being of an individual and is personally degrading.

If bullying and/or hazing has taken place we ask that you immediately notify the building principal, an assistant principal or the activities director. Administrators will then inform you the next steps in completing Stillwater Area Schools' process dealing with bullying and hazing issues.

STUDENT - ATHLETE ATTENDANCE POLICY

At Stillwater Area High School we believe that it is important for students to get involved in co-curricular activities and become a part of education-based athletics. It is considered a privilege to be a part of Stillwater Area High School athletics. We promote student-athletes by supporting them on the field and in the classroom, and they are expected to attend classes daily in order to participate.

If a student is gone for a school day for sickness or truancy, he or she will not be allowed to practice that day. Students who have medical appointments should have a signature from the doctor's office verifying information. Students who miss first hour, miss last hour, or miss a majority portion of those hours even if it is excused will not be allowed to practice or participate in games on that day. Unexcused absences any part of the school day will result in the athlete not participating in practice or contests on that day.

The goal of the attendance policy is to reinforce that we hold our student-athletes to a high standard.

STUDENT - ATHLETE GRADE POLICY

The Board of Education requires a minimum of 43 credits in grades 9-12 in order to graduate. In order to be eligible to participate in athletics, students must meet a minimum number of total credits as well as a minimum number of credits in core areas (English, math, social studies and science). Student-athletes at Stillwater Area High School will be considered Fully Eligible, Probationary, or Ineligible based on their credit status as outlined in the table below.

Probationary student-athletes will be monitored on a weekly basis by teachers and coaches. During the probationary period, it is expected that the student- athlete pass all classes taken for credit during that semester. If there is a “F” grade at any point in the semester, the student-athlete will be ineligible for practices and competitions until all classes are passing. A contract will be written for the student-athlete and signed by the student, his or her parent, and a school official.

Ineligible student-athletes will not be able to participate (sign up) for athletics until the probationary standard has been met. Students who are Ineligible by credit standing may earn Probationary status provided they have completed five credits the previous semester.

SEMESTER I

SEMESTER II

GR	FULLY ELIGIBLE	PROBATIONARY	INELIGIBLE	FULLY ELIGIBLE	PROBATIONARY	INELIGIBLE
9th				5 total credits 3 core credits	4 total credits 3 core credits	Fewer than 4 total credits and 3 core credits.
10th	10 total credits 6 core credits	9 total credits 6 core credits	Fewer than 9 total credits and 6 core credits.	16 total credits 10 core credits	15 total credits 9 core credits	Fewer than 15 total credits and 9 core credits.
11th	21 total credits 14 core credits	19 total credits 13 core credits	Fewer than 19 total credits and 13 core credits.	26 total credits 17 core credits	24 total credits 16 core credits	Fewer than 24 total credits and 16 core credits.
12th	32 total credits 20 core credits	30 total credits 18 core credits	Fewer than 30 total credits and 18 core credits.	38 total credits 24 core credits	35 total credits 22 core credits	Fewer than 35 total credits and 22 core credits.

HEAD COACH REVIEW & PROGRAM SCORECARD

Programs are reviewed by looking at four areas that cover Participation/Retention, Academic Success, Athlete Input, and Competition/Performance. Each area is given equal weight, 25%.

Based on a quantitative component score in the four areas we determine where the program is. The classifications are Distinguished, Advanced, Proficient, Basic and Unsatisfactory.

Participation, Retention, Multi-Sport Rates:

Are we meeting our roster targets for all teams, inspiring athletes to return the following season, and promoting multi-sport engagement?

Grade Point Average (Academics):

Are all students throughout the program achieving high scholastic standards in the classroom?

Athlete Input:

Are we engaging our student-athletes and developing competence, confidence, connection, and character?

Competition/Performance:

Is our varsity team performing competitively in the conference and section?

BOOSTER CLUB GUIDELINES

This document was created to set guidelines for communication between booster clubs and our high school programs. It is meant to be used as a tool to better relationships, clarify procedures and rules, and set the stage for a successful season.

Definition of a Booster Club

A booster club is defined as an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance.

Another definition is a booster club provides enthusiastic support of a team or organization. This type of support is much like emotional or psychological parental support, but it is given in a collective manner. Booster Clubs play a key role in supporting Stillwater Activities in many ways, and we are very thankful for the positive contributions booster clubs provide our programs.

Getting Started

1. Each Booster Club should have elected or appointed officers. (President, a Treasurer, and a Secretary)
2. Prior to the first practice of each season, each booster club President must inform the AD with the names and contact information of each club officer.
3. Booster Club meetings should follow a set agenda each meeting-Welcome/Minutes from the past meeting/Treasurer report/Old Business/New Business

Legal Compliance for Booster Clubs

1. Each club will remain in good standing with State and Federal Laws to be recognized as a "Booster Club" by the school district.
2. To remain in good standing each Club should do the following:
 - a. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
 - b. Clubs are generally non-profit organizations and will fundraise within the State of Minnesota. To comply with applicable charitable laws, the Club will need to:
 - i. Become incorporated in the State of Minnesota (develop bylaws and articles of incorporation) as a non-profit corporation.
 - ii. Register with the state Attorney General's office as a charitable organization.
 - iii. Request recognition from the IRS as an exempt organization by filing Form 1023.
 - c. Clubs not set up as non-profits will need to demonstrate to the district that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for-profit corporation, partnership or individual.
 - d. Provide the district (AD) with a copy of the appropriate annual tax reporting returns filed with the appropriate state and federal agencies.

Finances

1. Treasurer report should contain all transactions that took place prior to the meeting.
2. Finance of each booster club should be open to 100% of all members.
3. At no time should a paid coach have check writing authority.
4. It is mandatory that two people should be involved in the authorization and signing of any check.
5. All purchases for equipment, paying coaching salaries, and services must go through the school district.
6. At least two members should tabulate all funds collected.
7. Stillwater Schools has the right to request tax statements, receipts, expenditures, and balances.

Purchasing

Booster clubs wishing to purchase athletic equipment and uniforms must go through the head coach and the athletic department for approval. Booster Clubs should not purchase equipment independently. When equipment is purchased, from donated funds, it becomes the property of the school district. The athletic department can not give out the school district tax-exempt number. Booster clubs should not order materials directly or have materials shipped to a home.

Actions Booster Clubs Should:

- Volunteer time and raise money
- Contribute funds to better enhance the team or organization's performance
- Print promotional items like team schedule, programs, and yearbooks
- Financially support the program by providing additional funding for coaches, staff, and event workers
- Organize team events, such as team meals
- Listen and work closely with the head coach

Actions Booster Clubs Should Not:

- Openly discuss or perform a performance review of the head coach or coaching staff
- Openly discuss playing time issues
- Review the performance of a coach funded by the Booster Club
- Ransom funding of a program in order to control the hiring or firing of a head coach or staff member
- Offer a petition by booster club members to hire/fire a coach
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.

STUDENT INITIATED CLUB RULES & PROCEDURES

Student initiated activities are the least formal type of activity at SAHS. The activities are formed by students who share an interest in pursuing learning opportunities that are not currently available in the school offerings within the curriculum or as part of sponsored co-curricular programming. Advisors positions in these activities are typically unpaid. However, in rare situations, student initiated activities may be eligible to receive funding from sources other than the school district's general fund during the first two years of existence to pay for the salaries of the advisor(s). Such a funding agreement must be approved by the SAHS Principal. Salaries of the advisors in such positions will be determined using the criteria in place co-curricular salary schedule.

Prior to the start of a semester, an application can be made to the SAHS Activities Director to create a student initiated activity. The Activities Director will present all applications for groups seeking to become a Student Initiated Activity to the Principal. The Principal and Activities Director will determine if all pertinent criteria have been met and will decide to grant approval for the implementation of a new student initiated activity, or not.

INDEPENDENT PROVIDER ACTIVITIES RULES & PROCEDURES

This procedure was created to meet the demonstrated student interest in being a part of a school program in those areas that we are unable to provide for due to staffing, facility, budget, or some other limitation.

An Independent Provider is defined as an individual, group or organization that provides an opportunity for Stillwater Area High School students to participate in an extra curricular program. The providers are not required to be licensed educators. Independent Provider status to provide an authorized Stillwater Area High School extra curricular program is approved on an annual basis by a committee consisting of Athletic Director, Principal and Designee.

The Committee has established the procedures for implementation of this program. The committee will meet regularly in August and in January of each year to consider proposals submitted by Independent Providers. In addition, additional members may be invited to serve as expert consultants at those meetings where it is deemed necessary.

1. Organizations/individuals interested in applying for Independent Provider status should contact the Principal or Athletic Director at Stillwater Area High School to receive an application packet.
2. The Independent Provider must submit the above items **to the Activities Director by September 15 or December 1.**
3. Included is a copy of MSHSL Athletic Eligibility. The purpose of this form is to assure that students and parents/guardians understand the responsibilities that must be assumed when participating in an extra curricular program conducted by an Independent Provider.
4. Approval as an Independent Provider for an extra curricular program will be granted on an annual basis. Specific dates will be available from the Athletic Director. The Independent Provider status is in effect for one calendar year or one season as the committee determines appropriate.
5. Upon approval of the organization/individual as an Independent Provider, the provider will be given an **Awards Report Form**. Within five days of the completion of the program, the Independent Provider will submit this form to the Athletic Department so that school awards may be prepared. Only pre-registered students are eligible to receive a letter award.

STUDENT INITIATED CLUB OR ACTIVITY APPLICATION

PROPOSED ACTIVITY NAME:	
NAME OF PROPOSED ADVISOR(S):	
A staff member or qualified adult must agree to be the unpaid advisor of the activity, and to provide supervision of the students while they are participating in activity meetings and related activities.	
CONTACT INFORMATION EMAIL ADDRESS	
CONTACT INFORMATION PHONE NUMBER	

Students Interested in becoming a member of this activity (Name, Grade):

NOTE

- The program may not duplicate an existing high school co-curricular program.
- All students participating in this activity will be currently and fully enrolled students of Stillwater Area High School in grades 9-12.
- All students participating in this activity will be responsible for following school district policies and school rules concerning student activities including, but not limited to, attendance, conduct, scholastic standing, and other eligibility requirements.
- If a team competition is involved, the team will be allowed to use Stillwater Area High School's nickname, school colors, and name in their competition.
- Purpose of the Activity-In no more than 500 words, please submit a purpose statement outlining the need of your activity, its function and potential benefits to students who participate.
- Create a proposed program scheduled activities, including meeting times and dates for the coming school year.

APPROVAL

- The proposed offering is consistent with ISD 834's mission and beliefs.
- The Student Initiated Activity has provided an adequate proposed schedule of activities for the program.
- The purpose of the activity will foster meaningful student learning for a minimum of 12 students.

This application is:

- Approved (All criteria has been met.)
 NOT Approved.

Principal

Activities Director

INDEPENDENT PROVIDER APPLICATION FORM

In order to receive consideration for implementation of Independent Provider Activities this application must be completed and submitted to the SAHS Activities Director prior to the beginning of the school year, or prior to the beginning of the second semester (depending on when the activity takes places).

PROPOSED ACTIVITY NAME:	
NAME OF PROPOSED ADVISOR(S):	
ADDRESS	
TELEPHONE NUMBER	

- Purpose Statement: In no more than 500 words, please submit an outline for the need of your activity, its function and potential benefits to students who participate.
- Create a proposed program schedule of activities, including meeting times and dates for the entire school year.
- Provide to the school district proof or adequate liability insurance for the safety of the student participants naming Stillwater School District #834 as an additional insured party.
- Provide to the school district written authorization for criminal background checks on all employees who will be working with students at its own expense.
- Outline a criteria explaining how participants earn letter award:
 - Demonstrate how the criteria for public contests and/or performances will be met.
 - Demonstrate how the time requirement of at least 150 hours will be met.
 - Demonstrate how the criteria for the competition component will be met.

APPROVAL FOR INDEPENDENT PROVIDER

- The proposed offering is consistent with the district's mission and with the communities' values and standards.
- The Independent Provider has provided proof of insurance.
- The Independent Provider has provided proof of adequate worker's compensation coverage.
- The Independent Provider has provided written authorization for criminal background checks for all employees working with students at the expense of the Independent Provider.
- The Independent Provider has provided a complete schedule of activities for the program.
- The Independent Provider has provided documentation to show that the criteria of content will have been met by the end of the season.

This application is:

- Approved (All criteria has been met.) NOT Approved.

Principal

Activities Director