Uni and non-Uni Events

1. What is a Uni event?

--Clubs and classes are part of the work of the school and have faculty sponsors; therefore, any approved activity of a club or class is a Uni event. In this document, "class" means a whole grade level.

(All field trips, such as those taken by a specific course, must be approved by contacting the Associate Director a month in advance before the event. The Associate Director seeks input from the Executive Teacher. All school field trips and activities of a course or group of courses are Uni events.)

2. Rules for Uni events.

--The faculty sponsor must be at all meetings and activities. (The sponsor may arrange for a faculty substitute to attend a club or class function as necessary.)

--The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is recommended that both male and female chaperones attend an event.

--Faculty sponsors are to be present at all club or class activities from the time a student first arrives to the time the last student is picked up. At least two adults, including one Uni teacher, must be with the students as they arrive and depart.

--Faculty sponsors should enforce all behavioral rules as listed in the *Student-Parent Handbook*.

--Only official Uni events may take place at school.

--For *any club or class activity* other than a regular meeting, a faculty sponsor must complete the **Uni Club and Class Special Event Form** one month before the event and turn it in to the Assistant Director for Student Life. The Assistant Director for Student Life will determine if the event is a Uni event or non-Uni event.

--It is the responsibility of the club or class sponsor to get the approved Uni event on the calendar through the webmaster, Mr. Beesley.

--For all fundraising, the sponsor must contact Dr. Walkington for approval and then contact the Business Manager one month in advance for a discussion of proper procedures for all matters of collecting money to deposit with the University. All financial dealings with the Business Manager must involve the faculty sponsor, not students. All funds collected must be run through the Business Office.

--Groups must have a compelling reason and a significant event for fundraising to be approved.

3. What is a non-Uni event?

--Dances, swim parties, senior trips, etc., not connected to the school, organized completely by parents and students, are not Uni events.

--The activities of clubs organized by parents and without Uni faculty sponsors (Rube Goldberg competition, Control-Z organization, etc.) are non-Uni events, even though they might have many participants associated with the school. Unofficial clubs may not use the name Uni High.

4. Rules for non-Uni events.

--No Uni staff are to serve as chaperones for non-Uni events or become involved in the activity.

--Non-Uni events must follow the rules for communication below.

5. Posters and e-mail communication.

--As is mentioned in the *Student-Parent Handbook*, all posters and flyers for non-Uni events must be approved by the Assistant Director for Student Life before being posted or distributed. The posters must be clearly marked **"This is not a Uni-sponsored event."**

--Students may use Uni listservs for e-mail notices of non-Uni events; however, those messages must be appropriate and clearly marked **"This is not a Uni-sponsored event."** The moderator of the e-mail lists will refer any questionable messages about non-Uni events to the Assistant Director of Student Life for approval. The moderator will return group e-mails to the sender as necessary.

Uni Club and Class Special Events Form

1. The sponsor should check the master calendar online for conflicts. If there is a conflict, the faculty sponsor should talk with the Assistant Director of Student Life before scheduling the event. After the event is approved, the club or class should contact the webmaster, Mr. Beesley, to place the event on the school calendar.

2. The faculty sponsor will complete Section A of the form and turn it in to the Assistant Director of Student Life. If the event raises funds for any reason, the sponsor must also see Dr. Walkington for approval and the Business Manager for a discussion of proper procedures.

3. The faculty sponsor will complete Section B of the form, regarding chaperones, and turn it in to the Assistant Director for Student Life at least two weeks prior to the event. The *faculty sponsor*, who must attend the event, is ultimately responsible for securing an appropriate number of chaperones.

4. If the group is using the school stereo, the sponsor should see the sponsor of the Student Council as soon as the event is approved.

5. The sponsoring group is responsible for set-up and clean-up of the event, as well as removing posters/fliers from the building afterwards.

6. Change boxes are available from the Main Office for special events with a week's advance notice.

Uni Special Events Form SECTION A
To be submitted to the Asst. Dir. of Student Life one month prior to the event.

Event:

Date submitted: Date of Event:

Name of Club or Class:

Faculty Sponsor:

Has the faculty sponsor checked the online calendar for conflicts?

Type of event:

Time of event:

Location of event: (See Mr. Murphy for the North Attic, Mr. Bicknell for the gyms, Mr. Beesley for most rooms in the main building, etc.)

Special services needed (stereo, chairs, tables, etc.):

Will there be fundraising? For what purpose? Any fundraisers must include a discussion between the faculty sponsor and the Business Manager about proper procedures a month in advance.

Approval Signatures (one month prior to the event)

_____   _____

Faculty sponsor   **Date**

_____   _____

Dr. Walkington (approval for fundraising)   **Date**

_____   _____

Dr. Radnitzer   **Date**

Uni Special Events Form SECTION B
To be submitted to the Asst. Dir. of Student Life two weeks prior to the event.

Event:

Date submitted: Date of Event:

The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is recommended that both male and female chaperones attend an event.

Chaperones:

1.

2.

3.

4.

5.

6.

Other chaperones: