

Club Requirements



Approved Clubs

- At the start of each year, club sponsors of previous approved clubs must complete the Master Club Information Form received via email in order to be eligible for meetings during SY24.
- All announcements, posters, handouts, and t-shirts must first be approved by the sponsor before seeking final approval from Dr. King & the Boca High Administration Team.
- All posters or information that needs approval, after the sponsor has approved it, should be emailed to elsa.lubin@palmbeachschools.org.

Meetings

- At each meeting, club sponsors must complete a Club Meeting Minutes Form, with names of all students in attendance. The form must be submitted under the Sponsor's log-in credential and is **REQUIRED** in order to receive compensation.
- Clubs must have a **MINIMUM** of 12 members and must average at least 6 members per meeting in order for the sponsor to receive compensation.
- Clubs must meet a minimum of 2X per month in order for the sponsor to receive compensation.
- Club sponsor/teacher must be present and supervise all club meetings.
- Club meetings can meet before school, after school, and during lunch.

Sponsors

- Club sponsor/teacher must be present at all fundraiser events and must approve all notices concerning activities.
- Club sponsor/teacher must account for all money through the school bookkeeper.
- Encourage student involvement and commit to the growth and development of the Boca High Club.
- A Boca High staff member should not agree to sponsor a school club unless he/she has the time and commitment to assist the club in becoming a long-lasting, stable, and influential club that benefits the Boca High students, school, and community.

Fundraisers

- All fundraisers must be approved in advance, and the forms must be completed by the club sponsor with a detailed description of the proposal.
- All Palm Beach School District policies must be adhered to for fundraisers (see Ms. Paine for further information).