

**Century High School
Club/Organization
Yearly Declaration Form**

NAME OF CLUB OR ORGANIZATION: _____

ADVISOR (ADULT/TEACHER/PARENT): _____

ADVISOR EMAIL ADDRESS: _____

ADVISOR DAY-TIME PHONE NUMBER: _____

MEETING ROOM: _____ DATES/TIMES: _____

(example: Tuesdays 7:00am)

Please describe your club or organization:

Our club or organization understands the following site/building guidelines:

- All students will be fully enrolled and attending Century High School.
- When the club or organization has a meeting there will be an adult supervising the meeting.
- Community Education "Facility Use Form" submitted to the main office.
- The usage form must be submitted for the use of a classroom/forum/cafeteria/auditorium/gym etc.
- When money is collected or disbursed, the school bookkeeper must make deposit, create purchase orders and pay invoices.
- An activity account will be created with the school bookkeeper.
- The building administration must approval any fundraising, this includes community projects.
- Fundraising forms must be submitted an approved before fundraiser project can begin.
- Any daily announcements pertaining to this organization must have prior approval by administration.
- This club or organization will uphold all ISD #535 policies and rules listed in the District Rights, Rules and Regulations brochure and the rules and policies of Century High School.
- If the advisor is not an employee of Rochester Public Schools, the advisor(s) must have a background check done. Electronic background submitted via a personal email account.

Advisor(s) Signature: _____

Date: _____

ACTIVITY OFFICE USE:

Approved by: _____

Verification of Background: _____