

I O C

CCHS Inter-Organizational Council

Club Handbook



Welcome to the Inter-Organizational Council!

The purpose of IOC is to establish cooperation and communication between all the clubs at Cooper City High School. It establishes standards for school clubs and organizations and helps maintain stability within them. Any club or organization that does not maintain these standards will be subject to probation and suspension.

IOC is supervised and organized by CCHS's Student Government Association and run by the 1st Vice President. Please see his/her contact information below and direct any questions or concerns to him/her.

- ✓ Isabella Tocci
SGA 1st Vice President 2017-2018
Email: cchsioc@gmail.com

Club Rules & Requirements

- ✓ All clubs are required to have a Club Constitution/By-laws. IOC provides a template for clubs who do not currently have one.
- ✓ All clubs are required to keep club minutes of each meeting.
- ✓ All clubs and organizations must get ALL community service, fundraising, or social activities approved by Mr. Herzog at least a month in advance and placed on the school-wide calendar.
- ✓ Each club and organization must complete and turn in an IOC Monthly Club Report as well as having club by-laws, officer list, and member list on file with IOC each year.
- ✓ Each club and organization must get all promotional materials including banners, fliers, and posters, approved by Mr. Herzog at least 48 hours prior to displaying them on campus. Please see below for promotion rules.
- ✓ Each club must remain in good financial standing and follow all bookkeeper rules.
- ✓ Advisors cannot oversee more than 2 clubs on campus.
- ✓ Clubs must have a minimum of 15 active members on their club roster.
- ✓ All clubs and organizations **MUST** attend the regularly scheduled, mandatory monthly meetings which will be held in room 4113. Each club and organization must have representation, preferably the Vice-President. **You may NOT represent more than one club at IOC.** Attendance will be kept in record. Failure to attend these meetings will result in **CLUB PROBATION FROM ANY FUNDRAISER AND/OR ACTIVITY or CLUB DISSOLUTION.** Please see the meeting dates below.

2017-2018 IOC Meeting Dates

▪ August 30	▪ January 31
▪ September 27	▪ February 28
▪ October 25	▪ March 21
▪ November 29	▪ April 25
▪ December 13	▪ May 30



Keeping Your Club in Good Standing

In order for your club to remain in good standing, it must follow the IOC Rules and Requirements. A club will be penalized for each violation of these rules and requirements.

IOC will follow a "3 Strikes and You're Out" policy where clubs who accumulate 3 strikes within a school year will be placed on probation and/or dissolved. These clubs will need to complete the club application approval process again to be re-established.

Some Examples of Strikes:

- Missing an IOC meeting [1 strike]
- Failure to turn in an IOC Monthly Club Report [1 strike]
- Failure to complete proper project approval paperwork before a club event [1 strike]
- Failure to turn in required Financial Report after a Fundraiser [1 strike]
- Etc.

IOC Meeting Information:

What is the purpose of having monthly meetings?

Monthly meetings are held by the SGA 1st Vice-President to maintain organization within IOC. These meetings allow club representatives to come together to communicate upcoming activities and discuss ideas for future ones. These meetings are a way to show a club's dedication to its involvement in the school.

What do we do at the meetings?

IOC meetings are organized into an agenda. Club representatives will have an opportunity to share information about their upcoming events and fundraisers. School-wide projects will be discussed and organized, club minutes are collected, and representatives are encouraged to ask questions and voice any concerns. If your club would like anything added to the monthly agenda, please email the 1st VP.

How can I be sure that I never miss these meetings?

A Remind will be sent out via the IOC Remind account [text @cchsioc to 81010]. Meeting dates are also found in this handbook.



Planning a Club Activity/Event

All clubs and organizations must get ALL on or off-campus community service, fundraising, or social activities approved by Mr. Herzog and placed on the school-wide calendar. Calendar can be viewed by visiting our school website.

- ✓ A project approval form must be completed and approved by Mr. Herzog. Approvals will only be given to clubs in good standing. Check with Ms. Marimon [bookkeeper] to ensure your club is in good financial standing before submitting a form.
- ✓ Project approval forms are found in the main office. Fundraiser forms are found with Ms. Marimon. Non-fundraising forms are found with Ms. Riley. They must be filled out and signed by Mr. Herzog BEFORE an event takes place. Forms must be turned in a month prior to ensure your calendar spot.
- ✓ After Mr. Herzog's approval, bring the form to Ms. Marimon, the bookkeeper.

Planning a Fundraiser/Money Collection

There are many things to remember when planning a fundraiser or any activity that requires money collection.

- ✓ The fundraiser/money collection activity must be approved via project approval by Mr. Herzog and Ms. Marimon [the bookkeeper].
- ✓ **Collecting Money:**
 - All money must be collected and deposited to the bookkeeper by 2PM Monday - Thursday.
 - NO money collecting on Fridays.
 - Make sure all money is ORGANIZED! Bills in order, facing the same direction, etc.
- ✓ Financial Reports are due to the bookkeeper ONE WEEK after the fundraiser ends
- ✓ Treasurers should be the primary officer handling club funds and financial documents. All treasurers MUST attend a mandatory training before a club is allowed to participate in any activity involving money including collecting dues, fundraising, etc.
- ✓ Advisors are required to oversee all fundraisers and other club financial situations.

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Club Activity/Event Promotions

Please adhere to the following rules when placing promotional materials around CCHS.

FLIERS	POSTERS	BANNERS
<ul style="list-style-type: none">➤ No more than 50 fliers per activity➤ Must be approved and signed by Mr. Herzog BEFORE making copies➤ Only ONE flier per board	<ul style="list-style-type: none">➤ No more than 5 posters per activity➤ Must be approved and signed by Mr. Herzog before hanging➤ Must be hung using blue painters tape preferably folded and hidden behind poster	<ul style="list-style-type: none">➤ No more than 5 banners per activity➤ Must be approved and signed by Mr. Herzog BEFORE hanging➤ If hung on wall, must use blue painters tape preferably folded and hidden behind banner

FAILURE TO MEET THE RULES ABOVE WILL RESULT IN IMMEDIATE REMOVAL OF THE PROMOTION