

Perrysburg Schools



Co-Curricular and Extracurricular Guidebook

(November 1, 2022)

Table of Contents

EXTRACURRICULARS AND CO-CURRICULARS	2
Definition of a Co-curricular and Extracurricular Activity	2
Proposal to Create an Extracurricular or Co-curricular Activity	2
OPERATING GUIDELINES	2
Communications	3
Supervision of Students	4
Facility Use	4
Transportation	4
Maintenance, Grounds, Technology Requests	5
After-Hours	5
Branding	5
Weather	6
Incident Forms	6
ELIGIBILITY REQUIREMENTS	6
SCHEDULE CONFLICTS	6
FISCAL COMPLIANCE	7
Student Activity Purpose Statement and Budget	8
Purchasing	8
Fundraisers	8
Best Practices	9
Student Activity Advisor – Collection of Funds	10
PAY FORM – CASH DEPOSIT ONLY	11
PAY FORM - CHECK DEPOSIT ONLY	12

EXTRACURRICULARS AND CO-CURRICULARS

Definition of a Co-curricular and Extracurricular Activity

The Board recognizes two categories of district-sponsored clubs and activities.

1. Co-curricular Activities
 - a. The purpose of curricular-related activities shall be to enable students to explore a wide range of individual interests that may be available in the district's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the [Board Policy 2131](#).
 - b. Co-curricular activities are defined as those activities in which:
 - i. The subject matter is actually taught or will be taught in a regularly-offered course; or
 - ii. The subject matter concerns the district's composite courses of study; or
 - iii. Participation is required for a particular course; or
 - iv. Participation results in academic credit.
2. Extracurricular Activities
 - a. Not directly related to courses of study

Proposal to Create an Extracurricular or Co-curricular Activity

Per [Board Policy 2430](#) and [Administrative Guideline 2430](#), a request for a new district sponsored club or activity should be submitted to the building principal. All requests should be made through the [Club Interest Form](#) and supplemented with a statement containing the following:

- A. Purpose and rationale
- B. Intended outcomes for students
- C. Participation
- D. Plan of operation
- E. Costs
- F. Persons in charge

The building principal will review each request and either reject or submit the request for Board approval. Upon the approval from the Board, the activity will be listed as part of the co-curricular or extracurricular program and its fiscal account will be established by the Treasurer in accordance with [Board Policy 6610](#).

OPERATING GUIDELINES

According to [Administrative Guideline 2430](#) all co-curricular/extracurricular activities are required to be conducted in a way that ensures:

- The safety and welfare of the students is adequately safeguarded.
- All activities have proper faculty planning, direction, and supervision.

- Faculty members work cooperatively so that some activities do not interfere with the operation of others.
- Faculty members and students are encouraged to attend activities involving student performances.
- Each activity is assessed continuously relative to its stated purpose and goals.
- Students educated at home or enrolled in a nonpublic school who are permitted to participate in a district extracurricular activity fulfill the same academic, nonacademic, and financial requirements as any other participant, and are not charged any fees in excess of those fees charged to other students who participate in the same extracurricular activity (see Policy 9270).
- Building facilities and equipment are being used safely and as intended, and being maintained in proper conditions.

Communications

It is imperative that the advisor of all co-curricular and extracurricular activities establish two-way communication with participant families and essential school personnel. The advisor should have a method to communicate to families on events, guidelines, and activity policies. **It is encouraged that the advisor conducts an informational meeting with participants interested in joining the co-curricular or extracurricular activity where this information can be distributed and accessed by the participant's families.** If needed, a parent/guardian informational meeting can also be arranged. **It is also encouraged that the advisor have all participants return a signed document from the parents/guardians indicating that the families are aware of all co-curricular or extracurricular activity policies.**

Possible appropriate ways to communicate with participants and families include:

- Schoology Group.
- Email List.
 - If using this option the advisor should send the email to himself/herself and use the "Blind CC" option for all family and student emails. Only student school emails should be used.
- Social Media.
 - Social media such as Twitter or Facebook. However, this platform should only be used with the permission of the building principal and after the advisor engages in district training with the Director of Communications. This also should not be the only method of communication being used.

When communicating with students and families the advisor should also be copying the same communication to the building administrators or Athletic Director.

In the case that the co-curricular or extracurricular event warrants media attention, all communications must be approved by the building principal as well as the Director of Communications. Any information that is desired to be released to the media must be sent to the Director of Communications first and then they will coordinate with the appropriate media outlets. This includes pictures or articles for the Perrysburg Messenger Journal or other local media platforms or programs that solicit patrons or advertisements.

For specific communication questions, please contact the Director of Communications.

Supervision of Students

Advisors of all co-curricular or extracurricular activities must be approved by the Board prior to beginning supervision of the activity. Depending on the activity, advisors may be subject to provide needed certifications, such is the case for athletic coaches who must possess a Pupil Activity Permit. The building principal will submit the name of the advisors for Board approval. Contact the building principal if specific certifications are required.

During co-curricular or extracurricular events, students should be supervised by the activity advisor at all times. There should be a designated location for students to meet that is communicated to all participants and building administration. At the conclusion of the event, students should remain supervised by the activity advisor until all participants have safely left the location of the event.

In the event that student participants are not being picked up by their families in a reasonable amount of time, the advisor should communicate with the family to develop a plan for a more prompt exit. If challenges continue, the advisor should notify the building principal. The advisor should indicate in their activity policies that student participants should be picked up by their parent/guardian within 15 minutes of the conclusion of the event.

Facility Use

Please submit an [FMX](#) request to reserve facilities. This can be found under the “Staff” tab on the Perrysburg Schools’ website. Within the request, please indicate the needed set-up or equipment for the events. If requesting the use of a classroom, please indicate which classroom is desired.

To view the district building use calendar, please visit: [Building Use Calendar](#). This calendar can be found at the Perrysburg Schools’ website under the “Calendar” tab. This can be used as a resource to view what events have been scheduled.

To make a request to reserve facilities, please visit: [Facility Rental](#). This can be found under the “Info” tab on the Perrysburg Schools’ website.

Advisors should wait for confirmation on the approval of their facility requests before solidifying plans to use the facilities.

For more detailed requirements about planning an event on school grounds, please review the [Guide to Hosting an Event on School Grounds Fact Sheet](#).

Transportation

It is expected that school transportation is used for all school co-curricular or extracurricular events for students participating. If school transportation is not used, the advisor needs to have permission from the building principal.

To request school transportation, advisors should use [FMX](#) for submission of their request for transportation. This must be completed at least two weeks in advance. Any specific questions regarding Transportation, please contact the Director of Transportation. Any co-curricular or extracurricular activity that uses district transportation may be invoiced by the district, unless each student member or participant within the club/activity pays the extracurricular fee.

When school transportation is used, all participants are required to use the provided transportation to and from the event. Students are permitted to not use school issued transportation when returning home from the event when their parent/guardian is present to take the student home. Students are not permitted to be transported by anyone other than their parent/guardian, which includes not being able to be transported by grandparents, siblings, or other parents. Parents/guardians are not permitted to grant permission for other adults to transport their student from an event. When a parent/guardian does take their student home, the parent/guardian must sign out with the advisor at the conclusion of the event pursuant to [Board Policy 8640](#).

In the case of a unique and special circumstance involving transportation, only the building principal or Athletic Director can grant permission to allow a student to be transported with someone other than their parent/guardian.

There should be an advisor from the activity present on all event transportation.

Maintenance, Grounds, Technology Requests

In the event where the advisor needs to make a maintenance, ground, or technology request, the advisor should use [FMX](#) to submit the request.

After-Hours

When co-curricular or extracurricular events take place after the regularly scheduled school hours, please confirm with the building principal that the event can occur. This would apply to events that take place over the weekend or on days when school is not in session.

If the advisor is in need of access to the building during these times, the advisor should make the appropriate requests to the building principal and the head custodian at the building via [FMX](#). Once approved, the Executive Assistant to Operations will issue an access code for the building.

Any questions regarding after-hour building use and access, please contact the Executive Assistant to Operations.

Branding

When working with your co-curricular or extracurricular activity, please adhere to the [Perrysburg Schools Branding Guidelines](#). Any item from the activity that is used in media, signage, or apparel must be compliant with the Perrysburg Schools Branding Guidelines. Proofs of any project for the activity, such as signs or spirit wear, must be first approved by the Director of Communications. Vendors being used must be approved by the Director of Communications and are subject to a training prior to completing any project.

Weather

In the case of inclement weather that forces Perrysburg Schools to close, then all co-curricular or extracurricular activities are also canceled. However, the event may still continue contingent on the conditions improving and with the permission of the building principal.

In the case of outdoor events, it is the responsibility of the advisor to monitor weather forecasts and to keep participant safety as the utmost priority. Consultation with building administration is encouraged if there are concerning weather factors. It is the advisor's responsibility to have a safety plan created for outdoor events if weather becomes threatening.

Incident Forms

If an injury occurs or if there is an incident that could result in a violation of the co-curricular, extracurricular, or school discipline policies, the advisor should complete the [Incident Form](#) incident form and contact a building administrator. It is important to document the occurrences and to keep the building administrators aware of any incidents that may result in a violation of poor conduct by a participant or faculty member.

Incident forms can also be found in the main office.

ELIGIBILITY REQUIREMENTS

According to [Board Policy 2430](#), all students who participate in interscholastic athletics shall meet the eligibility requirements described in the Athletic Handbook.

For athletic participation, according to OHSA, student-athletes must earn passing grades in five courses from the prior grading period. In addition, Perrysburg Schools requires students who have earned one "F" to have a minimum of a 1.5 grade point average. There is no athletic eligibility for the first quarter of a student's 7th grade academic year.

If a student has commenced preparation for participation in a public performance of a concert, recital, drama, debate, or the like, s/he may continue to participate until s/he has completed the performance.

In order to be eligible for any co-curricular, interscholastic and non interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade point average or must not have received a failing grade in any course for the grading period prior to the grading period in which s/he wishes to participate.

SCHEDULE CONFLICTS

According to [Administrative Guideline 2430](#), when scheduling conflicts occur the following guidelines should be followed:

- At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extracurricular activity is to prepare a schedule for any practices, performances,

or other after-school obligations involved in participation. This information is to be sent to the school office.

- By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff-member-in-charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
- If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.
- If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:
 - If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
 - If both activities are credit activities, the student is to be advised to contact his/her counselor to work out a solution that does not penalize the student.
 - If one of the activities is an after-school, off-shoot of a credit activity but is not, itself, a credit activity, e.g., jazz band from concert band, the requirements for the credit activity may not be imposed as a condition for participating in the noncredit, after-school activity.
- When the activity or program begins, the students are to be informed of the following:
 - If a student encounters a previously-unforeseen conflict during the semester or season, s/he should inform both staff-members-in-charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
 - If, during the year, an ad-hoc situation develops which creates a conflict in schedule for a student, s/he should discuss the conflict with his/her counselor who, in turn, will work with the staff-members-in-charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
 - If a student is experiencing difficulty in deciding between activities, s/he should contact their counselor to discuss the alternative rather than discuss it with the staff-members-in-charge.
 - Under no circumstances is the student to be intimidated while making a decision by threats of penalties or future consequences.

FISCAL COMPLIANCE

According to [Board Policy 2430](#), both co-curricular and extracurricular activities need to comply with financial and bookkeeping controls established by the Treasurer. Each activity advisor is to provide the building principal with a periodic update on the fiscal status of the activity.

It is necessary that all fiscal components are in compliance with all co-curricular and extracurricular activities. If during the course of the activity any questions arise, please contact the building principal directly.

Student Activity Purpose Statement and Budget

In the spring of each school year, every co-curricular or extracurricular activity will receive a Student Activity Purpose Statement and Budget Form along with the corresponding Revenue Expense Worksheet and Budget Expense Worksheet from the Treasurer's Office. It is the advisor's responsibility to complete the Student Activity Statement and both Expense Worksheets as accurately as possible and submit it back to the Treasurer's office. Any purchases or fund-raisers will not be permitted until the Student Activity Statement is completed. It is through this Student Activity Statement with the corresponding Expense Worksheets that the Treasurer's Office will set the activity's budget for the upcoming school year.

Purchasing

When wanting to make purchases for your activity, it is imperative that you comply with district policies and guidelines. Before making a purchase, the advisor must submit a requisition through SCView with a quote for the desired purchase. Requisition forms ([6320bfl](#)) can be obtained from the Perrysburg website or the main office and guidance can be given from the main office secretary. Once the requisition has been approved by the building principal, Director of Operations, and Treasurer, the purchase order will be generated by the Treasurer's Office.. This could take up to a week to complete. Once the purchase order has been approved and returned, the advisor may go ahead and make the purchase or order from the vendor. When the product that has been ordered arrives, please submit the packing slip/invoice to the main office secretary to upload into SCView.

It is highly discouraged to make purchases with personal funds with the expectation to be reimbursed. Every attempt must be made to pay the vendor directly through either a purchase order, a virtual card, or the building/travel credit card. Any exception to this policy will need direct approval from the Treasurer. The advisor will follow the same process to complete a requisition and purchase order. In order for the advisor to be reimbursed for the purchases from the Treasurer's Office the advisor must turn in a receipt to the main office secretary to be uploaded into SCView.

Any purchases made by the advisor/coach without an approved purchase order will not be reimbursed by the district.

Fundraisers

Any co-curricular or extracurricular team or district approved club that wishes to engage in fundraising must comply with the Perrysburg Schools Fundraising Process, [Board Policy 5830](#) and [Board Policy 9700.01](#). The fundraising process can be found on the Perrysburg Schools' website under the tab of "staff." It can also be found here: [Fundraising Process](#)

By definition a fundraiser is considered if the intent is to raise money for your organization or activity. Examples of fundraisers could include: coupon books, patron ads, car washes, restaurant nights, promotional t-shirts, coin wars, walk-a-thons, pie sales, movie nights, sucker sales, skate nights, ornament sales, book fairs, spirit sales, carnivals, pancake breakfasts, all camps, etc. Per [Administrative Guideline 7510A](#), gambling (any activity that results in a cash prize) is prohibited. Raffles or any type of chances are not to be sold in the school by school personnel, students, or school sponsored groups. Allied organizations (Boosters, or parent groups) may hold raffles with the approval of the Superintendent as long as tickets are not sold to students during normal school hours. Please refer to [Food and Candy Sales](#)

for any fundraisers involving the sale of food/candy. All fundraisers for Perrysburg Schools must be approved in advance by the Board of Education.

All outside fundraising agencies (this includes anyone soliciting businesses or individuals on behalf of Perrysburg Schools or its groups) must be identified and approved by the Director of Development, prior to beginning fundraising. This includes ad sales, t-shirt promotions, banners, etc. Any sponsors that may want to support the co-curricular or extracurricular activity must have approval from the Director of Development and the building principal.

For specific questions regarding fundraising please contact the Director of Development.

Best Practices

When tasked with fiscal responsibility, the advisor should follow the best practices listed below:

- Per the Ohio Revised Code, any money collected must be deposited within 24 hours of possession. Deposits can be made with the main office secretary in the office.
 - All funds must be deposited on a daily basis.
 - Postdated checks should not be accepted.
 - Checks cannot be cashed for anyone, nor can change be given with a check payment.
- Advisor/student treasurer should keep proper documentation of all money brought in. This should include records of check numbers, dates received, who contributed the money, and total value. This information should be able to be provided to the building principal on request.
- *Do not use Venmo or any other electronic means for payment(s).*
 - If you'd like to take payments/donations by credit card, please review the [GiveSmart for Online Fundraising Fact Sheet](#), and contact the Coordinator of Annual Giving & Alumni Relations or Director of Development if you have any questions.
- In the event that tickets are used, a ticket report should be completed documenting the revenue from the tickets and documenting the number of tickets sold. Ticket report forms can be obtained by asking the building principal or the athletic secretary.
- When collecting cash, the advisor must issue a receipt to the person contributing the cash and have the receipt available in the documentation of the money funds.
- Deposit books are available in the main office with the main office secretary.
- **Fundraiser reports must be submitted within (5) days of the completion of the event or last deposit is received, whichever is last.**

Student Activity Advisor – Collection of Funds

Advisors are required to follow this procedure for collecting funds from students.

1. Advisors are to collect funds (i.e. dues from students).

- a. You have 24 hours to deposit the funds from the time you receive it.
([Board Policy 6600](#))

2. Issue receipt to paid students. If you need a receipt book, contact your Co Curricular Coordinator (if at PHS) or your building secretary (if at other buildings).

Receipt copies are to be distributed as follows:

- a. White copy – Give to the student.
- b. Yellow copy - Attach to Pay Form.
- c. Pink copy – Keep for advisor's records.

3. Record individual payments on applicable Pay Form.

- a. *Do not combine cash and check payments on the same form.*
- b. Received CASH, use the **Pay Form – Cash Deposit Only**.
- c. Received CHECK, use the **Pay Form – Check Deposit Only**.
- d. Complete the Pay Form, total the amount and sign.
- e. Be sure to reference the account code where funds are to be deposited.
- f. Attach the yellow copy of receipt to your Pay Form.
- g. Total receipts attached and funds must match what is itemized on the Pay Form.

4. Turn in funds, pay form and receipts to your building secretary to deposit.

- a. Pay Form and receipts.
- b. Funds to deposit.

5. Building secretary will:

- a. Issue a receipt to the advisor for the total amount received for deposit.
- b. Deposit the funds within 24 hours.
- c. Send documentation to the Treasurer's Office Accounts Receivable Specialist.



STUDENT ACTIVITY

PAY FORM – CASH DEPOSIT ONLY

Form and money must be given to the building secretary within 24 hours to deposit.
(Board policy po6600)

Activity Name	
Advisor	
Account Code	

	Student's First & Last Name	Amount PAID	Receipt Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Currency	
Coins	
TOTAL CASH	

Student Activity Treasurer _____
Signature Date

Activity Advisor _____
Signature Date



STUDENT ACTIVITY PAY FORM - CHECK DEPOSIT ONLY

Form and money must be given to the building secretary within 24 hours to deposit. (Board policy po6600)

Activity Name	
Advisor	
Account Code	

	Student's First & Last Name	Check Number	Amount PAID	Receipt Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Total Check Amount	
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Student Activity Treasurer _____
Signature

_____ Date

Activity Advisor _____
Signature

_____ Date