

 مدرسة ستب ون الدولية Step One International School	DEPARTMENT: INSTRUCTIONS PROCEDURE	Doc. No. - SOP-035 Rev. No. - 00 Rev. Date – June 2020 Page - 1 of 1
	Title: Clubs Procedure	

	PREPARED BY	CHECKED BY	APPROVED BY
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Position	Executive Director	Executive Director	SMT
Prepared	SY 2019-2020	Reviewed	SY 2019-2020
		Valid until	SY 2020-2021

1. SUBJECT :

This procedure describes how Club Day is handled

2. APPLICATION DOMAIN :

The actual procedure is relative to: Student Affairs

3. RESPONSIBILITY :

The Student Affairs and operation department has the responsibility to apply this procedure.

4. DESCRIPTION:

N° Op.	STEPS/PROCEDURES	Responsible
1	Faculty members are given the chance to discuss club preferences and sponsor or co-sponsor one club. Faculty members are assigned a particular club to sponsor if no choice was made as per the deadline.	<i>Respective Faculty Members & Student Affairs</i>
2	Club sponsors present an annual plan for club they oversee	<i>Respective Faculty Member</i>
3	Activity students are made aware of Club Day options and rules that apply during orientation week, and club schedule is communicated to parents.	<i>Students Affairs</i>
4	Students register online for clubs based on the first come first served rule due to seat limitation for certain clubs.	<i>Student Affairs</i>
5	Students attend Club Days on the assigned day & time as per the school calendar over three terms of the year.	<i>Student Affairs</i>
6	Student are collected by the club sponsors from the dismissal holding areas and led to the assigned club locations across the building.	<i>Respective Faculty Member</i>
7	Club sponsor reports attendance to the student supervisor and on the drive.	<i>Respective Faculty Member</i>
8	Pictures, club calendar and end of year club report are uploaded for documentation on the One Drive.	<i>Respective Faculty Member</i>
9	The school recruit professional in the different fields to sponsor clubs as per the need	<i>SMT</i>