

DCES PTA Club Guidelines

PTA welcomes anyone who would like to offer clubs to the students here at DCES. Our hope is to add opportunities for enrichment and to build good citizenship among our students.

1. Club Coordinator (s) must fill out a Plan of Work that will be approved by the board.
2. If there is a fee involved with the club, PTA will handle all money and oversee all transactions.
3. We hope to reach a lot of students, but realize that it is not possible to have all clubs available to all students. Safety is our first priority; an adequate Student/Volunteer ratio will be a key component of your club's approval.
4. Clubs selection will NOT be on a first come, first serve basis. In order to be fair in our registration process, if the number of registration requests exceeds the number of available spaces allowed, we will conduct a lottery using computer-based random number generator to select students. This lottery will be held at the conclusion of the registration deadline and all decisions will be final. Preference will be first given to those students who have not participated in another club, with the exception of Running Club, so as to provide equal opportunities for all students to participate in at least one after-school club. No individual Club Coordinators will select students for over-enrolled clubs and preference not be given to families who turn in their forms first.
5. In the week following the registration deadline, Club Coordinator(s) will notify all students who registered, whether they were selected or not. Due to the fact that clubs registration forms go through various individuals, families are encouraged to confirm receipt of the registration form with the specific club coordinator noted on the front of the registration packet.
6. Club registration deadlines will not be flexible or extended. All families are encouraged to use the school website, call the school, or check their child's backpack for registration packet information.
7. Before clubs begin, if the PTA does not receive from a parent full payment of a club(s) for which they registered their child, the child will not be able to participate in the club(s).
8. We encourage Club Coordinators to "Avoid Waste". In an effort to maximize and optimize usage of PTA funds, please make an effort to reduce, reuse and recycle as much as possible.