



Appendix B: Employee Acceptance and Acknowledgment to Serve as Monitor Non-Curriculum-Related Student Groups/Clubs

School Year – 20____ - 20____

Name of Non-Curriculum-Related Student Group/Club: _____

BISD Board Policy FNAB(LOCAL) provides that students may initiate a group or club under the limited open forum status to meet on campus. The group must be student-initiated, student-led. Establishment of a group under the limited open forum requires that a campus professional staff member serve as a monitor in order for the group to meet on campus.

As a campus professional staff member on the campus where the student-initiated group designated above plans to meet, it is my intention to serve as the monitor for the group. I have read the Non-Curriculum Related Clubs Handbook and understand that as the monitor I must agree to the following:

- I must be present at all meetings and activities held on the campus by the group.
- I will ensure that an appropriate number of monitors based on the size of the group will be present for all meetings and activities held on the campus by the group.
- I will be responsible for ensuring safe and appropriate behavior of club members at all meetings and activities held on the campus.
- I will be responsible for maintaining attendance sheets for each meeting.
- I will ensure that a student has submitted a Parent Permission Form for Participation in a Student Club prior to attending any club meetings or on campus club activities.
- I will supervise the student(s) designated to control the group/club funds and ensure appropriate use.

As the monitor I understand that I may not help plan, advertise, or facilitate the group's meetings or activities held on the campus. I am aware that I am not to participate in any discussion and will abide by these restrictions. I also understand that my role as a monitor is limited to on-campus activities. (If I am an employee serving as a monitor for a group and also happen to be a parent of one of the members of the group, I understand that I must be careful to adhere to the responsibilities as a monitor while on campus and to separate my role as a monitor/employee if attending a function held off campus as a parent. I understand that there can be no perception that the group's off-campus activity is school-sponsored.)

My signature on this form is to verify my acceptance to serve as the monitor of the group named above and to acknowledge the responsibilities of the position of monitor. I acknowledge that I have read, understood, and will abide by the contents of the Non-Curriculum Related Clubs Handbook. I understand that failure to fulfill the duties delegated to the monitor or by actively participating with the students in the group that I will forfeit the role and that the group may have to disband if another campus professional staff member cannot be found to monitor the group.

Employee Name: _____

Employee Signature: _____ Date: _____