

**Burlington Township High School  
610 Fountain Avenue  
Burlington, NJ 08016**

**Club and Class Advisor's Manual  
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**Introduction**

The Advisor(s) handbook is to be used by Club and Class Advisor(s). This manual is designed to make the Advisor/advisee relationship more effective. There are documents, procedures and responsibilities outlined on the following pages that must be upheld by the Advisor.

**Purpose of Clubs/Activities and Class Organizations:**

The clubs/activities and class organizations provide opportunities for students to pursue other interests, be involved in community service, work with peers toward common goals, and enhance their high school experience.

**Responsibilities of all Club/Activity and Class Advisor(s):**

Staff members who become Advisor(s) are expected to abide by their respective responsibilities be it a club or class organization. You should be commended for your willingness to work with the students of Burlington Township High School. You chose this position to help our students become more productive and responsible members of society. Your guidance is imperative to this pursuit. Being a member of a club or organization allows our student population to realize that there is more to high school than books and reports. You, as the Advisor, provide the opportunity to enrich the student's school day.

*This manual is divided into two sections:  
Club/Activity Advisor and Class Advisor.*

## **Club Advisor**

During the course of the year, the club Advisor has many responsibilities to fulfill. At the end of this section you will find club information for each club offered at the high school. As of the date of this publication the activities contained therein are to be completed to the best of your ability. If you have other activities, please submit them to the Supervisor of Athletics and Activities. If you still have questions and/or concerns after reading this section please feel free to ask the Supervisor of Athletics and Activities or other Advisor(s).

## **Club Advisor responsibilities:**

- To guide the members in setting goals for the organization for the year.
- To schedule regular meetings, at least two per month.
- To maintain a current active roster of members. All students must be academically eligible.
- Their names can not appear on the deprived list. A certificate of eligibility form must be completed and submitted to the Athletic and Activities Office no later than the 28<sup>th</sup> day of September and again at the beginning of the second semester, no later than the 12<sup>th</sup> day of February. (See **Appendix A.**)

## **Advisor's Expectations of Student Members:**

- To participate in the goal setting for the organization.
- To attend meetings regularly.
- To contribute positively to meetings and activities.
- To be academically eligible.
- Must not appear on the deprived list.

## **Chaperoning and Supervision of students:**

- The supervision of all students must be paramount during afternoon meetings. Members of the club must remain with the Advisor at all times. The Advisor must escort his/her students to the cafeteria to get on the late bus. All students must report to the meeting place by 2:20.
- On the first Monday of school, club and activity registration will take place during all lunches. It is the responsibility of all club Advisor(s) to assist in the registration process.  
**This is not the sole responsibility of the Athletic and Activities Office to supervise.**
- Attendance is to be taken at every meeting. Usually the secretary of the club will be in charge of this.

## **Financial and Fundraising:**

- To submit a budget request, if needed, to the Supervisor of Athletics and Activities during budget preparation time. The budget time occurs during the month of November.
- Fundraising applications are to be completed and submitted to the Supervisor of Athletics and Activities by the end of May. (See **Appendix B.**)

- **Fundraising monies are to be collected by club Advisor(s) only and must be deposited using the appropriate deposit form. (See Appendix C.)** All checks and cash must be deposited within 72 hours of receipt.
- All checks are to be copied. The copies and checks must be submitted with any cash to the Athletic and Activities Office by the end of the school day to be stored in the safe.

## **Meetings and Monthly Reports**

- When in season, Student-athletes should be exempt from meetings on days of games and be excused by 2:45 to attend practices.
- To submit monthly reports to the Supervisor of Athletics & Activities. This monthly report should include an agenda, the minutes to each meeting, activities planned, a monthly budget report indicating expenditures, revenue, and current balance.
- This report must be emailed to the Supervisor of Athletics & Activities no later than the 28<sup>th</sup> day of the month. This is extremely crucial because the Supervisor of Athletics and Activities must submit his own monthly report to the administration.
- Meetings must be scheduled after school. Each meeting should be posted in the daily bulletin.
- **We have had problems with students hanging in the halls after school and arriving to the club meetings late. We ask that you reinforce to your members that they must arrive by 2:15 and stay with you until the late bus.**
- Please forward your meeting dates to the Athletic & Activities office so as to attempt to avoid conflicts with other club meetings or activities. All meeting dates will be posted on [www.highschoolsports.net](http://www.highschoolsports.net).
- There is only one late bus so it is important to submit your meeting dates in early. If too many of the larger clubs meet on the same day, another club will be asked to switch dates.
- Please check on [www.highschoolsports.net](http://www.highschoolsports.net) before scheduling an impromptu meeting.

## **Announcements and Communication:**

- **Due to the overwhelming number of afternoon announcements, only last minute cancellations and notifications will be read.** It is the responsibility of the Advisor to post meeting dates outside the meeting place, the three bulletin boards in the back hallway and a notice to the Athletic and Activities office to change the information on

[www.highschoolsports.net](http://www.highschoolsports.net). Advisor(s) are encouraged to create an email distribution list as a way to get information to their students.

- Create, maintain and update a club webpage with meeting dates and other information. This is an excellent way of getting important information out to your members and also letting others in the community know what you are doing.

### **Special Activities:**

- Trips, Special Activities, Fund-raisers, Dues
  - The Principal must approve all trips, special activities, and fund-raisers proposed by a club or class. **(See Appendix D.)**
  - Once a field trip has been approved, a Parental Permission for School Trip form must be filled out and signed by a parent or guardian **(See Appendix E.)** prior to departing for the trip.
  - A Use of School Facilities – Application Form must be submitted to Athletic and Activities office and faxed to the Board of Education **(See Appendix F.)**
  - Use the Performing Arts Center Utilization Form **(Appendix G.)** for any event held in that facility. This form is to be turned into the Principal.
  - All fundraising opportunities must be turned in to the Supervisor of Athletics & Activities before the close of school of the previous year. Accommodations will be made for based on new clubs/activities.
  - The Supervisor of Activities and the Principal must approve collection of club dues.
  - ARAMark, the school's food and service supplier, can supply food and beverages for special events. Please use the Special Event Order form. **(See Appendix H.)** There will be a charge for this service.
  
- Homecoming:
  - Clubs and Activities are invited to decorate C-Hallway in a spirit theme. This will be done as part of the homecoming festivities to get more students involved.

*More information will be forthcoming.*

## **Purchasing:**

- Proposed purchases must be cleared through the Supervisor of Athletics & Activities, including design and cost.
- Payment for items must be made through the Student Activities Account.
- A Student Activities Account Voucher must be signed by the payee and also the Advisor and then submitted to the Supervisor of Athletics & Activities (**See Appendix I.**)
- Items, clothing, and designs must be appropriate for display in school and fit the dress code policy in the student handbook.

## Club Information

Club Name	Officers	Club Description	Special Programs / Fundraising
Art Club	N/A	The purpose of the club is to provide studio experiences beyond the regular classroom for all student whether they be enrolled in art classes or not.	As needed, the club will be asked to assist in beautification projects for the school.
Billiards	N/A	The Billiards Club provides our students with an opportunity to learn the game of pocket billiards. We play on Friday's at Empire Billiards on Woodlane Road (near the County Library). We play from 2:30 till 5:00 pm. Each week the players compete in 8-ball or straight pool. Prizes (pretzels or hot dogs) are given each week and many times to all players. Mr. Marian teaches the basics to interested learners as well as some advanced shots as well as position play. A tournament is held at the end of May running into June and the top 3 players receive either a plaque or a trophy. We are planning on a summer voluntary meeting (or 2 or 3) as we are compiling an e-mail list to communicate this summer.	
Chess Club	N/A	Participate in chess tournaments; provides opportunity for members to sharpen their chess skills. Members play chess for recreation and competition.	
Digital Photography	N/A	Digital Photography is a club where students can come to find out more about the functions of the camera and how to edit photographs for print. Club members are issued a club camera and necessary equipment to accomplish the goals of this club.	We order our supplies from <a href="http://bhphotovideo.com">bhphotovideo.com</a>

Club Name	Officers	Club Description	Special Programs / Fundraising
Environmental Club	Yes	Provides various opportunities for students to help with the environment in the community. Prepares and publicizes Earth Week activities	
Falcon Newspaper		Provides news about sports, clubs, organizations, and anything of an educational, recreational, or newsworthy nature.	1.
FBLA	Yes	<p>FBLA is an education organization of students preparing for careers in business and business-related fields. The goals of the organization consist of:</p> <ol style="list-style-type: none"> <li>1. Develop competent, aggressive business leadership.</li> <li>2. Strengthen student confidence.</li> <li>3. Create interest and understanding of the American Business Enterprise.</li> <li>4. Encourage contributions to improve home, business, and community.</li> <li>5. Develop character, citizenship, and patriotism.</li> <li>6. Encourage and practice efficient money management.</li> <li>7. Encourage scholarship and promote school loyalty.</li> <li>8. Establish occupational goals.</li> <li>9. Facilitate the transition from school to work.</li> </ol>	<ol style="list-style-type: none"> <li>1. The redevelopment and maintenance of the High School courtyard.</li> <li>2. Food Sales during wrestling meets and Professional Development Days.</li> <li>3. Participation in competitive events vs. other high schools in America. <ol style="list-style-type: none"> <li>a. Regional Competition during the 1<sup>st</sup> week in.</li> <li>b. State competition during the second week of March.</li> </ol> </li> <li>4. Attendance at the Marketing Education Day events at Six Flags Theme Park usually held during the 1<sup>st</sup> week in May</li> </ol>

Club Name	Officers	Club Description	Special Programs / Fundraising
Foreign Language			
History Club	Yes	We meet on a monthly basis and discuss historical events that occurred during that given month. We also place many of these events and their descriptions in the display case in the front of the school. We also discuss any current events\movies which relate to history.	Each month, the front showcase is decorated highlighting important events of that particular month..
Interact	N/A	Interact is the youth group of the Rotary International Clubs, Inc. The main purpose of the club is to be of service to their community as well as develop a social atmosphere of learning among students.	<p>Fundraiser—Spaghetti Dinner—raises money for “Save a Minefield (international issue)</p> <p>Blue Ribbon Ball—Dance with other School clubs that raises money for Child Abuse</p> <p>Relay for Life—Cancer Initiative—fundraiser, awareness campaign, (campout)</p> <p>Wellness workshop planned for this year. No plans as yet, begins in January</p> <p>American Cancer Society</p> <p>March of Dimes</p>

Club Name	Officers	Club Description	Special Programs / Fundraising
Key Club	Yes	Key Club is an international student-led organization, which provides its members with opportunities to provide service, build character and develop leadership. The core values of Key Club are leadership, character building, caring, and inclusiveness.	UNICEF- Trick or Treat for UNICEF October Toy Drive November- December District Project- BTHS Idol April Dollars for Scholars Phone-a-thon February March of Dimes Walk a thon- March
Lighting and Sound	Yes	The Lighting and Sound club provides technical support for the high school plays and other activities in the PAC.	The club participates in all high school plays. The members will at times help out with middle school productions and music department productions. The location is always the PAC. There are usually one to sixteen members working on a production.  The club participates in the add book for the high school plays.
Literary Club		Will publish a school literary magazine. The magazine will feature various students' writings.	
Math Club		Participate in five Burlington County Math League meets per year. Preference given to upperclassmen. Mathematical recreation is stressed.	
Model Congress		An academic club which gives the student a hands on experience in preparing legislation and presenting it in a mock congress for two days at Montclair State University.	

Club Name	Officers	Club Description	Special Programs / Fundraising
National Honor Society	Yes	Seniors and juniors who have maintained a high school average of at least 4.0 are eligible. Members are chosen by vote of the faculty on the categories of leadership, character, and service. Each student is rated on a scale of one to four. The lowest vote in each category is disregarded. The candidate must obtain an average score of seventy five percent of the possible points to be elected.	Tutoring
Science League	N/A	The Science League Club provides our students with a venue to compete on a state-wide level in Earth Science, Biology, Chemistry and Physics---this is the N.J. Science League which meets the second Thursday of each month from January to April. In May we compete in the annual Merck State Science Day competition. This is also a statewide competition which tests students on a non-AP level as well as AP Bio, Chem., and Physics. We usually plan a trip to the Franklin Institute or the Aquarium as a reward for their efforts in the academic competitions.	
Student Equity Team (S.E.T.)	Yes	SET Club is a multicultural club. Its mission is to provide students at BTHS with an opportunity to promote cultural awareness and diversity throughout the school community.	SET Club holds a fall/spring car wash. Sells refreshment at Girls Basketball Games Participates in the following: Breast Cancer Walk, Heart Walk, cultural field trips, the Annual Great Adventure Multicultural Day in May.

Club Name	Officers	Club Description	Special Programs / Fundraising
Set Crew	N/A	Set Crew is a club where students can come to learn about the responsibilities of the set for our two theatrical performances. They learn theatrical terms, how to move set pieces into place, safety and the responsibility of being apart of a team	
Set Design Painting	N/A	Set Design Painting is a club where students can come to learn about the responsibilities of painting the set for our two theatrical performances. They learn theatrical terms, how to transfer a scale drawing to a larger scale set and painting techniques.	
Snack Shack	N/A	This club prepares and sells food and school spirit items at football games. The money is then dispersed to various sports teams at the high school.	Supplies are purchased through Sam's Club, Pepsi and Wonder Bread.
Student Government	Yes	<p>This is a student elected organization that has 4 main goals to accomplish:</p> <ol style="list-style-type: none"> <li>1. To represent the views of the student to the faculty and administration and to assist in the formation of school policies.</li> <li>2. To act as a liaison between the faculty, administration and the student body.</li> <li>3. To promote school spirit and a positive school environment that will benefit the educational process.</li> <li>4. To organize, promote and facilitate student activities and events.</li> </ol>	<p>Homecoming – information forthcoming</p> <p>Trick r treat night – donation of candy by members and a distribution of candy to community children in the high school</p> <p>Mr. BTHS – senior pageant for boys -- March</p> <p>Blood Drive -- April</p> <p>Black and Gold Events -- May</p> <p>Road to Success – identify where seniors will be attending. Cost \$10.00 per student</p> <p>School Store</p>

Club Name	Officers	Club Description	Special Programs / Fundraising
Table Tennis Club		The Table Tennis Club meets at least once a week on Wednesday's. We play in the back gym which provides plenty of room with a high ceiling. Our club provides the students with the ability to improve their game of table tennis. We learn the rules of the game such as a legal serve, how to play doubles, etc. We have a tournament at the end of the school year and trophies are won for 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> place.	Tables, net sets, paddles and balls are purchased through Paddle Palace.
Tri-Music Honor Society		A music honor society and service group for students who meet specific academic criteria. Students will be exposed to performing arts, scholarship opportunities, workshops in the field of music education.	
Women's Issues		Designed for students interested in women's issues in our current society. Students will work to investigate positive influences, research women's struggle for rights and engage in charitable fundraising for women's causes.	
Yearbook	Editors are appointed by the Advisor. There can be one or two Editor in Chiefs and editors for each section of the book. These editors are in charge of their sections. They are to report to the Editor in Chief about progress/problems etc. The Editor in Chief reports to the Advisor. The Advisor is allowed to handpick the staff (class members). After scheduling is finalized for the school year, the Advisor will obtain a class list. At that time if the class is overcrowded the Advisor will pick and choose the students for the class based on past experience in the yearbook course from the previous year and graphic design experience.	This is a course that is taught at the high school. We use Adobe InDesign to desktop publish the entire yearbook. We have after school club members that help us out. Their job is to create a marketing plan for selling the yearbook. In addition they do the mailings home to inform parents that the yearbook is for sale. Marketing the yearbook includes making posters, posting information on myspace.com, posting info on the school web site newsletter, showcasing the yearbook staff in the yearbook showcase near the "c" wing breezeway, wearing of t-shirts for the staff members etc. We work on deadlines that are defined by Jostens. If we do not meet the deadlines provided the yearbook will begin to cost us additional money to produce, hence cutting into our funds. The yearbook is priced at \$65.00 and we order approximately 485 books or which approximately 25 are given away free to administrators, police, board of education, media center etc. Sometimes Jostens prints extra books and sends them to us. If we sell the books we pay Jostens the production price. If we do not sell them we can send the books back to Jostens at no cost to us. The 2007 yearbook was produced all in black and white. We took the color out as it cost too much to produce and it was hard meeting the first deadline with color.	

## Class Advisor Responsibilities

During the course of the year, the class Advisor has many responsibilities to fulfill. This section of the manual is designed to guide you through each year. You will notice that each year has specific activities and responsibilities. If you still have questions and/or concerns after reading this section please feel free to ask the Supervisor of Athletics & Activities or other Advisor(s).

## Class Advisor Responsibilities:

### Financial:

- Each member of the student body is responsible for paying class dues. Students are only responsible to pay class dues for the years they attended Burlington Township High School or \$76.00. The dues are \$20.00 per year. The Superintendent's office has set this fee. The following is a breakdown of where the money goes:

Burlington Township High School - Class Dues					
	Fr	So	Jr	Sr	Totals
Graduation	10	10	10	10	40
Picnic	2	2	2	2	8
Gift	1	1	1	1	4
Activities	1	1	1	1	4
Project Grad.	5	5	5	5	20
Alumni	1	1	1	1	4
					80

- Advisor(s) must deposit dues into the designated dues account. This account number is the year of graduation. For example the Class of 2015's account number would be 2015.
- **Only Advisor(s) can collect dues. Dues or fundraising monies are not to be collected by student representatives. All checks must be copied. Checks, the copies and cash must be deposited within 72 hours of receipt. You are strongly encouraged to turn over all monies to the Athletic and Activities Office to be stored in the safe.**
- Two account numbers will be established for each class. One account is to be used strictly for class dues and the other for fundraising. The following are examples of the account numbers that would be created:
  - Class Dues -- 2015-01.
  - Fundraising -- 2015
- Each Advisor will keep a binder in which each student will have his/her own receivable page. **(See Appendix J.)** As dues are paid the Advisor must document the amount collected on the student's page and also the Class Dues Receivable Log. **(See Appendix K.)**
- A spreadsheet is to be kept to track payments **(See Appendix L.)**
- Advisor(s) will be available collect dues from students throughout the school year.
  - Students may not attend the Cotillion or the Prom until all dues are current.
  - In early August, each Advisor will forward a letter to the guidance department to be included in the student's scheduled mailing. Within this letter parents will be informed of

class dues and any other class news that the Advisor feels is necessary to include. This is your opportunity to solicit help for the different events that will take place during the year.

- Twice yearly, Advisor(s) will distribute to students, via their grade room teacher, a letter/statement indicating the dates for when dues were paid and the current balance. (**See Appendix M.**)

### **Elections:**

- It is the responsibility of all Advisor(s) to monitor class elections. A schedule will be developed to guarantee full and fair coverage of all lunches.
- Election dates will be set during June of the previous school year.
- Student Government elections take place in May and the students take office in June. Individual class officer and representative elections will take place in May for office beginning in September.
- Create a ballot box with the class color to be used during all elections throughout the year.

### **Chaperoning Responsibilities:**

- It is the responsibility of the Freshmen, Junior and Senior Advisor(s) to chaperone the Cotillion in March. All chaperones will be compensated.
- It is the responsibility of the Freshmen and Sophomore Advisor(s) to chaperone the Prom in May. The Senior Advisor(s) is exempt from chaperoning the Prom and is a guest of the Junior Advisor(s). All chaperones will be compensated.

### **Class Meetings:**

- Each class is to have two (2) meetings per month. The class officers should create an agenda for each meeting.
- It is the responsibility of the secretary of the class to prepare a monthly report and forward it to the Advisor(s).
- The secretary, with the help of the Class Advisor(s) are to submit monthly meeting attendance sheets to the secretary of the Student Government. It is important to keep accurate records because students can face impeachment for not attending meetings, activities and other events sponsored by the Student Government. This report is to be sent no later than the 28<sup>th</sup> of each month.

- A monthly report for the class must also be emailed to the Supervisor of Athletics & Activities by the 28<sup>th</sup> day of the month.
- If members fail to participate in governmental activities they can face impeachment by the Executive Board.

### **Announcements/Communications:**

- Due to the overwhelming number of announcements made each day, each class is asked to only send emergency announcements to the athletic office via e-mail.
- All classes are to set meeting dates for the each semester during their first meeting of that semester. Once the dates have been established, please forward them to the athletic office so they can be posted on [www.highschoolsports.net](http://www.highschoolsports.net).
- All classes are requested to create a website indicating meeting dates and important activities relating to the class.
- An email distribution list should be created to relay information to all officers and representatives.

### **Homecoming Responsibilities:**

Homecoming at BTHS is always an exciting time. Staying on top of all the events and changes that take place can be tricky. The key to surviving Homecoming is being organized and asking for help when needed. The following information should go a long way to making your homecoming experience a pleasurable one.

- Homecoming is usually the one of the last two weekends in October.
- The overall theme for homecoming festivities is chosen in June of the previous school year.
- You are responsible for building a float, creating hallway decorations and creating a banner indicating your theme. Try to enlist the help of parents. This makes things much easier.
- A budget of \$500.00 has been set aside to be used for all homecoming activities. Anything over that amount must come from your class fundraising account.
- There are two ways of spending this money:
  - You can purchase your supplies and submit your receipts to the Athletic Office for reimbursement.
  - You can order your supplies ahead of time and have a voucher signed by a company representative and a check will be prepared for payment.

- Individual class themes must be chosen and submitted to the Student Government:
  - Senior Class will dedicate their float and hallway to Athletics.
  - Junior Class will dedicate their float and hallway to Clubs/Activities
  - Sophomore Class will dedicate their float and hallway to Arts
  - Freshman Class will dedicate their float and hallway to school spirit.
- Each class will have a designated location for building their float.
  - The freshman class will build in the barn on school property. You will need to contact the Supervisor of Athletics & Activities to obtain keys to enter the barn.
  - The sophomore and junior classes will build their floats at the Burlington Township Sewer Works. You are to contact, Gary Snyder of the Public Works at 609.239.5905, to meet and discuss the parameters for using the facility.
  - The senior class will build at Skimmer. Contact Mrs. Barbara Doelle at Skimmer 609.387.2775 to setup a meeting to discuss your responsibilities for using the facility. She will also provide you with keys.
  - Hallway decoration will take place on the Thursday prior to Homecoming. There are strict guidelines for the creating your hallway display. **NO ITEMS MAY BE HUNG FROM THE CEILING OR ATTACHED TO THE FLOOR!!!** Double sided tape may not be used. Packing tape seems to work the best.
    - Hallway designation is as follows:
      - Freshmen: Hallway at the Hopkins Annex
      - Sophomores: A – Hall
      - Juniors: B – Hall
      - Seniors: D – Hall
      - Clubs/Activities will decorate C-Hall in a school spirit theme.
- Each class Advisor is responsible for creating the election ballots for the following homecoming court positions:
  - Freshman – Lord and Lady – one boy and one girl
  - Sophomore – Duke and Duchess – one boy and one girl
  - Junior – Prince and Princess – one boy and one girl
  - Senior – King and Queen – eight boys and eight girls
  - ***Please note, all Advisor(s) must cover elections during student lunches.***

- During the half-time festivities on homecoming day, Advisor(s) are to meet their class representatives at the gate nearest the band. You are to escort them onto the track for presentation of banners and announcement of the class winners.

*Please note, locations are subject to change. A meeting with Advisor(s) will be held prior to starting homecoming activities.*

### **Purchasing:**

- Proposed purchases must be cleared through the Supervisor of Athletics & Activities, including design and cost.
- Payment for items must be made through the Student Activities Account.
- A Student Activities Account Voucher must be signed by the payee and also the Advisor and then submitted to the Supervisor of Athletics & Activities (**See Appendix I.**)
- Items, clothing, and designs must be appropriate for display in school and fit the dress code policy in the student handbook.

## **Year by Year Activities and Responsibilities**

### **Freshman Year:**

#### **Elections:**

- Elections will be held at the beginning of the school year for officers and representatives. The date for petition distribution, campaign speeches and elections will have been set at the June Advisor(s) meeting.
- Advisor(s) are to distribute and collect petitions.
- Students will create posters that must be approved by Supervisor of Athletics & Activities.
- Advisor(s) will be available to facilitate the movement of candidates during their speeches.
- Elections will take place during each lunch period on the designated day.
- The Advisor(s) will create ballots and count them at the end of the election.
- The Advisor(s) will forward to the Supervisor of Athletics and Activities the list of winners.

#### **Class T-Shirts:**

- T-shirts are to be ordered at the beginning of the school year so that they can be distributed to students by the time Homecoming activities begin.
- It is recommended that 100 t-shirts be ordered for distribution by the 3<sup>rd</sup> week of September.
- The class color will be decided the June of the previous year.
- Students will need their shirts to participate in class competition around homecoming.

#### **Fundraising:**

- Complete one fundraising activity by the end of April. Please be reminded that candy sales are not approved fundraisers. This money will be used to help off-set any cost overruns due to the various special events that occur during the four years at BTHS.

#### **Chaperoning and Supervision:**

- Chaperone the cotillion hosted by the sophomore class in March.
- Chaperone the prom in May.
- Assist in the supervision of homecoming, cotillion and prom ticket sales during the lunch periods in the cafeteria.

**Special Events:**

- Investigate and secure a facility for the Junior/Senior prom that you will be hosting during your 11<sup>th</sup> grade year. The facility and prom date must be submitted in writing to the Supervisor of Athletics & Activities. Do not book a facility without consulting the Supervisor of Athletics & Activities. This should be completed by time the students enter their sophomore year.
- Use the School Facilities Application Form to reserve the cafeteria for the cotillion during your sophomore year.
- The date will be decided by the Supervisor of Athletics & Activities.

**Class Dues:**

- Collect Class Dues (please see Class Dues section of this manual)

## **Sophomore Year:**

### **Elections:**

- Elections will be held at the beginning of the school year for officers and representatives. The date for petition distribution, campaign speeches and elections will have been set at the June Advisor(s) meeting.
- Advisor(s) are to distribute and collect petitions.
- Students will create posters that must be approved by Supervisor of Athletics & Activities.
- Advisor(s) will be available to facilitate the movement of candidates during their speeches.
- Elections will take place during each lunch period on the designated day.
- The Advisor(s) will create ballots and count them at the end of the election.
- The Advisor(s) will forward to the Supervisor of Athletics and Activities the list of winners.

### **T-shirts:**

- If t-shirts are needed, please re-order from the same company as the freshman year.
- All students need to have a class t-shirt to participate in any homecoming activities.

### **Fundraising:**

- Complete one fundraising activity by the end of April. Please be reminded that candy sales are not approved fundraisers. This money will be used to help off-set any cost overruns due to the various special events that occur during the four years at BTHS.
- Fundraising activities are to be submitted the prior June.

### **Chaperoning and Supervision:**

- Chaperone the Prom hosted by the Junior class in the Spring.
- Assist in the supervision of homecoming, cotillion and prom ticket sales during the lunch periods in the cafeteria.

### **Special Events/Programs:**

#### **Cotillion:**

- Plan and carryout the Cotillion for the Freshman Class.
- The Cotillion will be held in the high school cafeteria in March. Complete a Facility Use Form to reserve the Cafeteria. This should be submitted by the second week of September.
- Music, decorations small favors and some food is highly encouraged at this semi-formal event.

- Tickets are to be created and the back of the ticket must include specific wording from the vice-principals. Please see **Appendix N** for “The Agreement to Attend a Dance or Event.”
- During ticket sales, keep a detailed list of all attendees and use The Cotillion Ticket Sales Form. (See **Appendix O.**)

**Ring Ceremony Procedures:**

- **January – February** – Set a date with Herff Jones (215.245.8669 - Gary Lehman) to come to the high school for an evening for parents and a day for students to order rings. The class Advisor attends the evening ordering session in the cafeteria. Herff Jones sets up a table outside the cafeteria during lunches to sell rings to the students during the day session. Gary Lehman supplies the ring packets (information) for distribution to the students.
- **March – April** – The sophomore class Advisor sets up the ceremony (in May).
  - Fill out the facilities use form for the cafeteria and send to Adrienne Bilotta in the board office.
  - Meet with cafeteria staff about supplying food for the event. Bagels (not poppy or onion and have them sliced), plenty of plain cream cheese, muffins, fruit, hot food, assorted drinks. Gary Lehman will pay up to \$100.00 of this. The kitchen supplies coffee, hot tea, OJ and paper products.
  - Meet with the class officers about making speeches – Class VP- history of class ring. Class President – what it means to be a Falcon – is an example of what they could speak about.
- **April - May**
  - The 10<sup>th</sup> grade Vice Principal will do the welcome speech and the Advisor will present the rings to the students.
  - Request from Gary Lehman a list of students who bought rings and also who still owe for their rings. We need to know ahead of time if any students still owe, so reminders can be given to those students in plenty of time to pay off the ring before the ceremony.

- Design passes for students coming to the ceremony; provide the students with these passes to show their teachers.
- Provide teachers a list of students going to the ceremony.
- Make sure that every student (including juniors and seniors) that has ordered a ring is invited to the ceremony.
- Items needed for the ceremony:
  - Podium, microphone, food, music, tables for parents and students, tablecloths (supplied by cafeteria), passes for students, balloons and streamers.

**Class Dues:**

- Collect Class Dues (please see Class Dues section of this manual)

## **Junior Year**

### **Elections:**

- Elections will be held at the beginning of the school year for officers and representatives. The date for petition distribution, campaign speeches and elections will have been set at the June Advisor(s) meeting.
- Advisor(s) are to distribute and collect petitions.
- Students will create posters that must be approved by Supervisor of Athletics and Activities.
- Advisor(s) will be available to facilitate the movement of candidates during their speeches.
- Elections will take place during each lunch period on the designated day.
- The Advisor(s) will create ballots and count them at the end of the election.
- The Advisor(s) will forward to the Supervisor of Athletics and Activities the list of winners.

### **T-shirts:**

- If t-shirts are needed, please re-order from the same company as the freshman year.
- All students need to have a class t-shirt to participate in any homecoming activities.

### **Fundraising:**

- Complete one fundraising activity by the end of April. Please be reminded that candy sales are not approved fundraisers. This money will be used to help off-set any cost overruns due to the various special events that occur during the four years at BTHS.
- Fundraising activities are to be submitted the prior June.

## **Special Events/Programs:**

### **Prom:**

- It is the responsibility of the Junior class to plan and carryout the prom for the senior class.
- The location and date were chosen at the end of the freshman year.
- In December, create posters indicating when prom tickets will go on sale. These posters must be approved by the Supervisor of Athletics and Activities.
- The DJ should be chosen by September 30<sup>th</sup>. Check with the Assistant Athletic & Activities Director about the DJ. A package of dances may have already been negotiated with a DJ.
- A Davor representative will contact you at the beginning of January. You will receive a Davor Photography binder. This binder will contain the following: backgrounds for pictures, prom favors and invitations. You will get a certain number of invitations for free but will

have to buy the rest. The items you select will have to be ordered as soon as possible, no later than February 15th. This will ensure that you get what you want. Have alternative favors ready in the event they sell out quickly.

- When determining your ticket price, take into account the cost of meal, the DJ, party favors, seating cards and incidentals. Tickets for the chaperones are free. You will need approximately eight (8) chaperones plus two (2) police officers. Administrators and senior class Advisor(s) are permitted to bring a guest. This figure should also be worked into the ticket price. The ticket price should be around \$60.00. Remember, this is not a moneymaking event.
- Ticket sales are to begin during the last week of March. Seniors are permitted to buy tickets for two days prior to the Junior class. Tickets may not be sold to freshman and sophomores. Seniors and Juniors are permitted to bring underclassman and outside guests. Outside guests must be twenty (20) years of age or younger. They must have appropriate identification.
- An insert to the tickets must be printed and distributed with the tickets. See Appendix N for the Agreement to Attend Dances and Events.
- A detailed and accurate list of all attendees must be kept including the date the ticket was sold, guest name, table number, dinner selection and arrival information (**See Appendix P**). **This is extremely important. Please monitor your class officers to insure the accuracy of the lists.**
- Record the name of the student purchasing the ticket as well as his/her guest. Each ticket sold must be accounted for. Please check that a student purchasing a ticket is not on the deprived or suspension lists. These lists are sent to the advisor(s) on a daily basis. If a student appears on those lists, they must have written permission from the administration indicating they can participate in events.
- The BTHS Prom Guest Tracking Sheet must also be filled out by the advisor. (**See Appendix Q**.) The tracking sheet will be submitted to the Athletic Office when ticket sales are complete.
- The BTHS Prom Guest Registration Form must be filled out completely. (**See Appendix R**.) **DO NOT SELL A TICKET FOR AN OUTSIDE GUEST UNTIL THE PURCHASER HAS PROVIDED ALL APPROPRIATE INFORMATION ABOUT THE GUEST.** Remind the purchaser that their outside guest must have ID to get into the Prom.

- Provide the students with the Prom Information Packet. **(See Appendix S.)** This packet includes meal selection, seating, and promenade forms. It also indicates when and where pictures will be taken as well as directions to The Mansion.
- Seating arrangements:
  - Create a seating chart plan for all guests. It is recommended that if a group of students has a complete table of 10 or 12, that one person should hand in the seating assignments. All other single guests will be filled in where appropriate.
  - Create place cards with names on one side and food choice on the other. Place cards should be given to the facility prior to the event. They will place them on their tables along with the party favor.
- Contact the event coordinator of the facility to arrange drop-off date for favors, center pieces (if you have them), place cards and payment.
- Using hall decorations is recommended. Contact event coordinator for suggestions.
- Check-in:
  - One Advisor and two other people should check-in guests. The check in log and pens should be provided. The check-in log should include the first and last name of each guest, their table number and whether the attendee is an outside guest or not. This will expedite check-in. An administrator will be present if needed.

### **Prom Court Responsibilities:**

- Order crowns for the queen and king. This can be done with Andersons. You will receive catalogs for prom stuff.
- Flowers and gifts
  - Given to girls
  - Entire court receives gifts of your choice. This amount should also be figured into the price of the ticket.
  - King and Queen Gifts should be different from the rest of the court.
  - Queen flowers should be of a greater quantity than the other court members.
- Voting:
  - This is completed during prom night by the chaperones and administrators.
  - Create a ballot
  - There will be four girls and boys chosen for court.

- Announce Prom court and King and Queen at approximately 11:30. Have the senior Advisor(s) on hand for the crowning.

### **Prom Fashion Show -- March**

- This date will be chosen by the Supervisor of Athletics and Activities.
- Reserve the Performing Arts Center (PAC) of the high school and the Cafeteria. This is an excellent opportunity to raise funds for the class.
- Contact Formal Expressions in Maple Shade. They should be able to provide the tuxedos and will work with David's Bridal of Deptford to provide dresses for the girls.
- Formal expressions should be contacted by December 20<sup>th</sup>. They should supply an MC for the show but you will need to verify this. If not, you will need to find an MC and DJ for the show.
- An equal number of juniors and seniors should be chosen to use as models.
- Solicit local business for donations. You want prom oriented services. A letter should be sent to florists, nail salons, limo services, etc.
- Create a prom program that can be used to help sell advertising space.
- Light refreshments are recommended.
- Secure three (3) chaperones for the event. At least one male chaperone will be needed.
- Contact Pam Goodman, Yearbook Advisor, to have a student take pictures for the yearbook.

### **Promenade:**

- This event gives family and friends the opportunity to take pictures of all the attendees.
- At the beginning of the school year, reserve the PAC and high school cafeteria for the night of the prom.
- The cafeteria is used by Davor Photography to take prom pictures. You will need to make sure that maintenance is called to clear the café of tables and chairs. Davor will supply the backdrop for the pictures.
- You will need a 10<sup>th</sup> grade Advisor and at least two other chaperones at the school.
- 10<sup>th</sup> grade student hosts would be helpful in facilitating movement of guests and parents.
- Create signs indicating that parents are not permitted in the hallway or cafeteria. They are encouraged to go to the PAC.

- Do not buy decorations for the stage. The kits are hard to put together. You are encouraged to involve the art department for decoration ideas.
- Contact a member of the faculty to read the names during the promenade in the PAC.
- Create name labels for note cards for the faculty member to read during the promenade. Place names in alphabetical order on tables near the food lines.
- Chaperones/Advisor(s) at the promenade must remain until all students have left for the prom site.

**Senior Trip:**

- If available, chaperone the senior trip to Florida in March. Chaperones are decided in December.
- Assist in the supervision of homecoming, cotillion and prom ticket sales during the lunch periods in the cafeteria.

**Class Dues:**

- Collect Class Dues (please see Class Dues section of this manual)

## **Senior Year:**

### **Elections:**

- Elections will be held at the end of the school year for officers and representatives.
- Elections will take place during each lunch period on the designated day. All advisor(s) are expected to help facilitate the election process. Senior Advisor(s) will not have to count votes.

### **T-shirt/Sweatshirts:**

- Senior sweatshirts are to be ordered by November 15<sup>th</sup>. Preordering is recommended so sweatshirts can be personalized. [www.graystonegraphics.com](http://www.graystonegraphics.com) is one company that can be used. The sweatshirts are usually customized so pre-ordering is mandatory.
- T-shirt ordering is optional but if you are ordering t-shirts, pre-ordering is recommended.

### **Fundraising:**

- Senior trip fundraising to take place during the end of October and the beginning of November. The proceeds of this fundraiser are applied to the senior trip attendee's account. This must be offered to students attending the senior trip. The fundraising company recommended is [www.mareddy.com](http://www.mareddy.com). They will package everything and give a detailed printout of the amount that each student earned that should be applied to their account.

### **Chaperoning and Supervision:**

- Assist in the supervision of homecoming, cotillion and prom ticket sales during the lunch periods in the cafeteria.

### **Special Events/Programs:**

#### **Homecoming:**

- Build the senior float. The location is determined by the Supervisor of Athletics & Activities.
- Create ballots for the King and Queen homecoming court.
- Eight Kings and Eight Queens are elected to the homecoming court.
- At half-time of the homecoming football game, meet the court and their representatives at the entrance to the track by the snack shack. The Athletic Director will signal for the court members and their escorts to proceed to the 50 –yard line for introduction to the crowd.
- Have students present the class banners to the crowd.

**Senior Trip:**

- Chaperone (if available) the senior trip to Florida in March.

**Senior Picnic:**

- Plan and carryout the senior picnic, to take place during the final days of school in June.
- Check with the Supervisor of Athletics & Activities for the date and rain date of the picnic.
- The location of the picnic is Green Acres Park.
- Contact Mrs. Barbara Doole, of the Department of Recreation, at the beginning of March to reserve the park.
- Music, activities, games and food are to be provided at this event. Mr. Lovendusky and Mr. Butler will usually volunteer to do the grilling.

**Graduation Announcements:**

- In the middle of May, Herff Jones will forward to the high school main office, the Graduation Announcements. Each graduating senior will be entitled to one package of announcements. A senior list will be provided of all graduates. The announcements can be distributed during all lunches. It is the students responsibility to come for their announcements.

**Senior Award Letters and Ceremony:**

- The principals secretary, whom is in charge of the senior awards, will provide a list of winners to the Advisor(s). It is then their responsibility to ensure that all winners hand in a letter specifically written to their parents/guardians. This letter refers to a moment in their past that only the family will know. This letter will then be returned to the winner on the night of the ceremony.
- Participate as a presenter at the Senior Award Night Ceremony. A script will be provided prior to the event.

**Graduation Ceremony:**

- Read the names of graduates during the graduation exercise.

- Graduation practice takes place during the week of graduation. The advisor(s) need to attend practice during the morning. Before the week of practice, contact the main office to arrange for coverage.
- Forward an obligation list to the secretaries in the main office. They will publish a list of those students that owe for books, fines, and dues.

**Senior Obligations:**

- Collect Class Dues. Any unpaid dues as of June 1<sup>st</sup>, need to be placed on the senior obligation form on Staff Public.

## Appendices:

<b>Forms</b>	<b>Appendix</b>
BTHS Activities - Certificate of Eligibility	A
Fundraiser Application	B
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BTHS Prom Guest Registration Form	R
Prom Information Packet	S





Burlington Township High School  
 Student Activities Account - Deposit Form

Account Title:

Account Number:

Date:

Rationale

Deposited By:

Currency	# of Bills	Total
\$ 100.00		\$ -
\$ 50.00		\$ -
\$ 20.00		\$ -
\$ 10.00		\$ -
\$ 5.00		\$ -
\$ 1.00		\$ -

Total Currency	\$ -
----------------	------

Coins	# of Coins	Total
\$ 0.50		\$ -
\$ 0.25		\$ -
\$ 0.10		\$ -
\$ 0.05		\$ -
\$ 0.01		\$ -

Total Coins	\$ -
-------------	------

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Check No.	Name - Last, First (optional)	Total

Check Total	\$ -
Currency Total	\$ -
Coin Total	\$ -
Page One Total	\$ -

**BURLINGTON TOWNSHIP SCHOOLS**  
**PARENTAL PERMISSION FOR SCHOOL TRIP**

Student: \_\_\_\_\_ School: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Trip Cost: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Trip Coordinator: \_\_\_\_\_ Chaperones: \_\_\_\_\_

Appropriate Dress: \_\_\_\_\_

Related Risk: (Check all that apply):      \_\_\_\_\_ Swimming Pool      \_\_\_\_\_ Amusement/Theme Park  
    \_\_\_\_\_ Beach or Ocean      \_\_\_\_\_ Other

**This form must be filled out completed and returned prior to the event. No student will be allowed to participate without a completed authorization form.**

**In case of emergency contact:**

<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian	<input type="checkbox"/> Relative	<input type="checkbox"/> Friend
Name: _____	_____	_____	_____
Home Phone: _____	_____	_____	_____
Work Phone: _____	_____	_____	_____

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Special medical conditions of your child: \_\_\_\_\_

Medications: \_\_\_\_\_

**Statement of Consent:**

I give \_\_\_\_\_ my consent to participate in this event. In doing so, I agree to the following:

1. In case of a medical emergency, I grant the chaperones the right to authorize medical care, if none of the persons above can be reached.
2. I agree to pay the expense of returning my child home before termination of the event if he or she does not adhere to established standards of conduct.
3. The school is not responsible for damage or loss of property personally owned by my child.
4. I understand that this field trip is voluntary and that it may expose my child to some risk(s). I also understand that the trip may include amusement activities and that participation in any amusement activities may expose my child to some risk of injury or even death.
5. I understand my child may forfeit his/her right to this trip if he/she is not in compliance with the school's academic and behavioral policies as outlined in the student handbook.

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

**Parent/Guardian: Please note: All trip fees paid in advance are non-refundable  
Over**



**Students please note:** In order that your teachers have prior awareness of this field trip, please have each of your classroom teachers sign on the appropriate line below.

**Teachers:** Please indicate the following: the student is presently passing your course, is not in danger of losing credit due to absences and has been provided with the work to be made up.

	Teacher	Passing	Losing Credit	Work Must Be Made Up
Period 1	_____			
Period 2	_____			
Period 3/4	_____			
Period 5/6	_____			
Period 7	_____			

**Trip Sponsor/Chaperone Please Note: This form must be completed fully, signed and filed in the Office of the Principal prior to departure.**

Burlington Township Schools  
Field Trip Request Form

- Class or Group \_\_\_\_\_
- Destination \_\_\_\_\_ City \_\_\_\_\_
- No. of Students \_\_\_\_\_
- Date(s) of Trip \_\_\_\_\_
- Alternate Date(s) \_\_\_\_\_
- Day Trip Depart from \_\_\_\_\_ Time \_\_\_\_\_
- Return to \_\_\_\_\_ Time \_\_\_\_\_
- Overnight Trip: Yes \_\_\_\_\_ No \_\_\_\_\_ Requires advance Board approval
- If yes, boys and girls will be separated on different floors: Yes \_\_\_\_\_ No \_\_\_\_\_
- Cost per student, including all transportation and meals \_\_\_\_\_
- Is cost subsidized by any group? Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, by whom? \_\_\_\_\_
- How much per student? \_\_\_\_\_
- Teacher(s) requesting trip: \_\_\_\_\_
- Other chaperones \_\_\_\_\_
- Date this request submitted to Principal. \_\_\_\_\_
- Transportation: Call Transportation Coordinator Madeline Moyer for transportation cost.
- \_\_\_\_\_ I am providing transportation in my personal vehicles: I understand my personal insurance will have primary responsibility, followed by Board's liability insurance up to \$2 million.
- \_\_\_\_\_ I need \_\_\_\_\_ (number) Board of Education Contracted buses.
- \_\_\_\_\_ Private (charter) bus transportation will be used.
- Name of Bus Company \_\_\_\_\_
- Bus Company's Insurance Carrier: \_\_\_\_\_
- State how students will benefit from this trip: \_\_\_\_\_
- Recommended by Principal \_\_\_\_\_ Date: \_\_\_\_\_
- Action by Superintendent \_\_\_\_\_ Date: \_\_\_\_\_
- Board Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_
- \_\_\_\_\_ No cost to Board of Education
- \_\_\_\_\_ Board of Education Cost \$ \_\_\_\_\_

FORM FOR USE OF THE  
PERFORMING ARTS CENTER

**in-district request only**

Please complete the form to the best of your ability. Your school principal must approve the event request form **before** it is returned to the PAC Manager's Office and placed on the PAC schedule. Requests will be granted in the order of date received and on the condition that your principal has approved the form.

Date of Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

*(please note a.m. or p.m.)*

Organization/Class: \_\_\_\_\_

Purpose: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone ext: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Date of request: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date of approval: \_\_\_\_\_

Signature Of Principal

IT IS YOUR RESPONSIBILITY TO CHECK WITH THE PAC MANAGER TO CONFIRM THE SPACE IS STILL AVAILABLE **TWO DAYS** PRIOR TO YOUR EVENT.

If you have any questions, please feel free to contact me.

Thank you,

Christine Griffith  
PAC Manager, Extension #1143  
*cgriffith@burltwpsch.org*

CBG/amb

\\Userserver\users\$\Abilotta\FORMS\PAC in district use form.doc

DATE OF REQUESTED USE

ORGANIZATION

**1. SPECIFIC SCHOOL DISTRICT AREAS REQUESTED:**

(Performing Arts Center, Orchestra Pit, Rest Rooms, Dressing Room(s), Cafeteria, Kitchen, Classrooms, etc.)

AREA	DATE (S)

**2. SPECIFIC SCHOOL DISTRICT EQUIPMENT REQUESTED:**

(Microphones, Headphones, Tape Deck, Special Lighting/Sound, Tables, Chairs etc.)

EQUIPMENT	DATE (S)

Signature - Organization Representative

Date

Approved by PAC Manager: \_\_\_\_\_

Date \_\_\_\_\_

**BURLINGTON TOWNSHIP BOARD OF EDUCATION**  
Burlington, New Jersey

**Use of School Facilities - Application Form**

Requests should be made at least three weeks prior to the dates on which the event is scheduled.

Today's Date: \_\_\_\_\_ Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_ Non-Profit? Yes No

Estimated Attendance: \_\_\_\_\_ Admission Charged: \_\_\_\_\_

Adult in Charge: \_\_\_\_\_ Telephone: \_\_\_\_\_

Building: \_\_\_\_\_ Young School \_\_\_\_\_ Springside School \_\_\_\_\_ Fountain Woods School  
 \_\_\_\_\_ Middle School \_\_\_\_\_ High School

**Facilities Requested:**

\_\_\_\_\_ Gym  
 \_\_\_\_\_ Library Media Center  
 \_\_\_\_\_ Conference Room  
 \_\_\_\_\_ Classroom # \_\_\_\_\_

\_\_\_\_\_ Teachers' Room  
 \_\_\_\_\_ Playground/Field

\*If kitchen facilities are requested, a representative of the school district cafeteria staff must be present. A fee will be charged to the user for this service. If a caterer is utilized, the caterer must also provide an appropriate Certificate of Insurance.

**Fees:**

Rental: \$ \_\_\_\_\_  
 Custodial:\*\* \_\_\_\_\_  
 Cafeteria: \_\_\_\_\_  
**Other:** \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

\*\*Custodial fees are: time and a half for evenings or Saturdays. Double time for Sundays or holidays.

**Authorized Representative:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_



With the exception of student activities that are covered by the District Master Insurance policy, **all** other activities require proof of a minimum of \$1,000,000 liability insurance. A certificate of insurance, which names Burlington Township Board of Education as additional insured, must be attached to this application.

Insurance Carrier: \_\_\_\_\_ Policy  
# \_\_\_\_\_

\*\*\*\*\*  
\*\*\*

Request approved by Board of Education \_\_\_\_\_

\_\_\_\_\_

Signature - Board's Representative

U:\FORMS\School Facilities Use Form 02 - Buildings.doc

## SPECIAL EVENT ORDERS

**TODAY'S DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME OF AFFAIR:** \_\_\_\_\_

**PERSON MAKING REQUEST:** \_\_\_\_\_

**CONTACT PHONE NUMBER:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**LOCATION OF AFFAIR:** Cafeteria \_\_\_\_\_ Media Center \_\_\_\_\_  
Board Room \_\_\_\_\_ Other \_\_\_\_\_ Sun Room \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_

**NUMBER OF PERSONS:** \_\_\_\_\_

**ITEMS REQUESTED:**

Please check one:

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Snack \_\_\_\_\_ Other \_\_\_\_\_

Please consider following items:

Coffee \_\_\_\_\_ Hot Tea \_\_\_\_\_ Hot Chocolate \_\_\_\_\_  
Milk \_\_\_\_\_ Soda \_\_\_\_\_ OJ \_\_\_\_\_ Ice Tea \_\_\_\_\_ Orange Drink \_\_\_\_\_  
Fruit Punch \_\_\_\_\_ Lemonade \_\_\_\_\_ Other \_\_\_\_\_

Donuts \_\_\_\_\_ Cookies \_\_\_\_\_ Brownies \_\_\_\_\_ Bagels \_\_\_\_\_  
Fruit \_\_\_\_\_ Muffins \_\_\_\_\_ Other \_\_\_\_\_

Lunch Meat Platter \_\_\_\_\_ Salads \_\_\_\_\_ Other \_\_\_\_\_

Other items are available upon request.

Special Event request forms must be completed and submitted to the food service director's office one (1) week prior to the event date. Please fax to 609-239-8807. Events for more than 25 people or request for something more than simple snacks set-ups (ex: cookies, cold or hot drinks) must be made two (2) weeks prior to the event date. A 12-person minimum will be for all specials events. If you should need any additional help, please call Pat Gould at 387-1713 x 1116.

08/03



**Class of 200\_**  
**Student Payment Log**

<b>School Year</b>	<b>Date Paid</b>	<b>Amount Paid</b>	<b>Method of Payment Cash or Check Number</b>	<b>Student Initial</b>
<b>2003-2004 – Freshmen</b>				
<b>2004-2005 – Sophomore</b>				
<b>2005-2006 – Junior</b>				
<b>2006-2007 – Senior</b>				





## Class Dues Spreadsheet Sample

This spreadsheet is to be used to track student payments during their years at BTHS.

Last Name	First Name	03/04 Freshman Dues	03/04 Amount Paid	03/04 Method of Pymt	04/05 Sophomore Dues	04/05 Amount Paid	04/05 Method of Pymt	05/06 Junior Dues	05/06 Amount Paid	05/06 Method of Pymt	06/07 Senior Dues	06/07 Amount Paid	06/07 Method of Pymt	Total Paid	PAID IN FULL
<b>Totals</b>			<b>\$0.00</b>			<b>\$0.00</b>			<b>\$0.00</b>			<b>\$0.00</b>		<b>\$0.00</b>	

**Class of \_\_\_\_\_**  
**Payment Reminder/Receipt**

Dear Student X:

You have finally entered your senior year at BTHS. The year will fly by and you should make the most of it. Many obligations will come your way during your senior year. One obligation that you don't want to wait on is your class dues. As of September 20, 2006, you have paid a total of \_\_\_\_\_. Below is a breakdown of when and what has been paid during your time at Township. In order to attend this year's prom or to participate in other activities your dues must be paid in full. So far your account reads as follows:

Amount Paid --\$20.00 on 16-Mar-04

Amount Paid --\$0.00 on

Amount Paid --\$40.00 on 19-Jan-06

Amount Paid -- on

As of today, you have paid a total of:

Please be reminded that all students are required to pay dues as stated in the student handbook. The amount is \$20.00 and must be paid to \_\_\_\_\_ in room \_\_\_\_\_. This can be paid in cash or with a check payable to BTHS.

If you are paid up to date, please disregard this letter. If there is a discrepancy or mistake please save this letter and see Advisor x before or after school.

Thank you,  
Class of XXXX

## **AGREEMENT TO ATTEND**

By purchasing a ticket to this school event, I agree to abide by all district and or building rules and regulations and pledge to conduct myself in a manner that complies with the behavioral expectations inherent to those regulations.

In addition, I acknowledge the following:

- A Passive Alcohol Sensor System may be utilized at this event and that I will be denied entry into the event if I refuse to cooperate with its administration
- A valid school ID will be required and entry into the event may be denied without the ID
- No one will be admitted later than 1 hour after the start of the event
- No one is permitted to leave earlier than 1 hour before the scheduled end of the event
- No extreme or overly provocation dancing will be permitted
- Sufficient lighting will be maintained to insure the safety and well-being of everyone and to allow for sufficient supervision of the event



### Homecoming Ticket Sales and Cotillion Ticket Sales

Ticket Number	Date Sold	Student Last name	Student First Name	Guest Last Name	Guest First Name	Arrived and Checked-in
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**Prom Ticket Sales, Dinner Form and Check-in**

<b>Ticket Number</b>	<b>Date Sold</b>	<b>Student Last name</b>	<b>Student First Name</b>	<b>Guest Last Name</b>	<b>Guest First Name</b>	<b>Table Number</b>	<b>Dinner Selection</b>	<b>Arrived and Checked-in</b>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



**BTHS Prom Guest Registration Form**  
**(guests not BTHS students)**

You must fill out this form completely and have it turned in to \_\_\_\_\_ before your BTHS prom attendee can purchase your ticket.

BTHS Student Last Name \_\_\_\_\_

BTHS Student First Name \_\_\_\_\_

Guest Last Name \_\_\_\_\_

Guest First Name \_\_\_\_\_

Age \_\_\_\_\_

Parent \_\_\_\_\_

Parent Phone# \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

School \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal Name \_\_\_\_\_

School Phone # \_\_\_\_\_

\*Please attach a photocopy of your id

## PROM INFORMATION PACKET

The following information is required for all prom attendees. This packet contains seating assignments, meal selection and prom and promenade information. Please remember that all school rules apply during this exciting event.

## PROM Theme Title Here

### Prom 2\_\_\_ Evening Events

- 5 pm to 7 pm*      *Students will arrive and enter the building through the cafeteria (senior parking lot entrance). Once inside, please pick up name card for the Promenade and proceed into the cafeteria for your pictures. Light refreshments will be served. Parents must proceed to the Performing Arts Center. **We request that all those who are not participating in the Promenade, please remain in the Performing Arts Center.***
- 6:15 pm*            *The line for the Promenade will assemble at the back entrance door of the Performing Arts Center. Please be sure to have your name card with you.*
- 6:30 pm*            *The Promenade will begin. You will proceed to the back stage entrance, hand your name card to the designated staff member, wait until your name is called, proceed down the center of the stage, and exit to the right. At this time, you may join the members of the audience.*
- 7:30 pm*            *The Promenade will conclude. Please proceed to The Merion Caterers on Main Street. **Please report to the third floor.***
- 8:00 pm*            *There will be a table in the lobby where you must check-in. This is where you will find your table assignment. Table seating cards will be at the tables. **All guests must have a valid photo ID. No exceptions.** You must arrive no later than 8:30 pm and you are not permitted to leave prior to 11:30 pm.*

Welcome to Prom 200\_

Prom Theme:

Prom Location: *The Merion Caterers* (Delran, NJ)

Please take this packet with you and read the information that is vital to making this a successful prom. There are forms that have to be filled out and returned as soon as possible.

Picture package information will be distributed soon so that plans can be made ahead of time.

Contained within the packet is the following information:

- Promenade Information
- Picture Times
- **Table Seating Form**
- **Dinner Selection form**
- Directions to The Merion Caterers

Those items that are bolded need to be returned to Class Advisor by \_\_\_\_\_.

All invited guests who do not attend Burlington Township High School must be registered by filling out a separate form. Please see Mr. Diamond or Mr. Teifer for this form.

Reminder: Behavior has always been exceptional at Burlington Township High School Proms; therefore I am sure that this year will be even better. Appreciate the fact that your prom is at *The Merion Caterers*.

## Table Seating Form

**Please fill out this form and return it to Class Advisor by \_\_\_\_\_.**

There will be 12 people at each table. Each table must have a table captain. This person will submit one table seating form to the Advisor. Please make sure that each person at the table is aware they are sitting there and are not on more than one table. Names that are found more than once will be kept on the first list that is seen and removed from all of the lists that follow. Remember: **the Prom Advisor(s) will fill in all empty spaces as necessary.** Therefore, you will not have a say in your seat. All lists **are final once turned in and no changes will be made. Lists must be turned in by Tuesday, April 11<sup>th</sup>. NO EXCEPTIONS!!!**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**Dinner Selection Form**

Please return to Class Advisor by \_\_\_\_\_.

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The dinner choices are as follows:

Chicken Marsala

Prime Rib

Vegetarian (Pasta)

Please write your name, your guest's name, and your dinner choice(s).

Names	Dinner Choice

## Directions to The Merion Caterers on Main Street

From Burlington Township High School:

Take 295 South to Route 73 (South). (Exit 36A). Take Route 73 to Evesham Road. Make a right onto Evesham Road. Follow this road down to Main Street. Make a left onto Main Street. Stay to the right of the circle. The Merion Caterers will be on the left.

If lost, the number to The Merion Caterers on Main Street is (856)751-1717