

Steering Clubs and Extra- curriculars Guide

For 2020-2021

Getting Your Club Approved to Hold In-Person Activities

Virtual Only Window

For the month of September, clubs can not meet in-person at Hickman. Instead, your meetings will all need to be held virtually.

Social Distancing Plan

Once the Athletics and Activities department has determined that clubs can meet in person, your club may need to submit a plan explaining what measures it will take to ensure the safety of members.

This guide contains a number of measures that your club can use to safely assemble during a pandemic, which can be helpful for creating your plan.

Promoting Your Club and Communicating With Club Members

✓ The Hickman Daily Announcements

You can promote your club through the Hickman Daily Announcements. These announcements are sent out to all students via their school email. You'll need to send your announcement off to Ms. Dothage at sdothage@cpsk12.org.

✓ Club Group Chat

An essential part of communication with existing club members is a group chat. GroupMe is a great platform for starting a group chat for your club since most students already have it installed. You can download the app here:

[↓iOS](#) [↓Android](#)

✓ Social Media

If your club doesn't have any social media accounts, consider making some. Social media is a great way to spread the word about your club in the Hickman community.

✗ Physical Posters

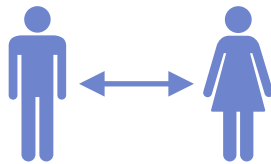
Since in-seat students only physically attend school two days a week under the hybrid schedule (and not all if the students are virtual), avoid relying heavily on physical posters or fliers around Hickman as a way to promote your club.

Holding Club Meetings and Activities



Hold Universal Meetings

Hold in-person club meetings in a way that both virtual and in-person members can experience. For many clubs, this can be as simple as having an in-person meeting with a video call on a classroom SMART Board to allow virtual participation.



Socially Distance

If an activity your club is doing cannot be replicated virtually, make sure that your in-person activities follow social distancing guidelines. Club members should wear masks and remain six feet apart as much as possible. Try to avoid activities like board games that share dice or cards.

Go Outside

When possible, take your club activities outdoors. When outside, the risk of spreading coronavirus is lower.