

October 1, 2019

Grace Agnew  
930 North Street Ext.  
Meadville, Pa 16335

To Mr. Higgins:

I am writing to request the approval of the Environmental Science Club. The following is a description of the Environmental Science Club:

- This club is open to all Meadville Area Senior High School students that are in good academic and behavioral standing.
- Members must be in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.
- The advisors of the club are to be Ms. Grace Agnew and Mrs. Cheryl Murray.
- The members of the Environmental Science Club will meet a minimum of twice per semester; more meetings will occur as needed.
- There will be no required membership dues.
- Yearly, the Environmental Science Club will travel to a location to have hands on learning; we are currently scheduled to travel to Costa Rica in the summer of 2020.
  - All fundraising will be done by the traveling student and the school district will not have any costs associated with the trip. Monies collected from various fundraisers will be applied to individual student accounts. Each student is responsible to pay for his/her own trip. If a student chooses not to fundraise, it is expected that the trip will be paid in full by other means.
  - Before travel, the student and their parents/guardians must attend mandatory student/parent informational meetings (these will be held infrequently).
  - Additionally, the student must sign a contract, agreeing to abide by the rules set forth by the Environmental Science Club officers and advisors.

As the club continues to grow, additional activities and events will be planned. Please do not hesitate to contact me if there is any other information about the formation of the Environmental Science Travel Club I can provide.

Sincerely,

Grace C. Agnew

## **Environmental Science Club Officer Job Descriptions**

Leadership sets the mood and the pace for a club. The leadership must focus on the general welfare of the club; therefore you need to set goals for yourself and the club. If we work together we can achieve these goals. These are the following responsibilities of the officers of the Environmental Science Club. Please read them carefully before accepting next year's term in office.

**President** – The president will conduct all Environmental Science Club and Officer Meetings. This officer will meet with the advisor prior to meetings and review an agenda that they have prepared. The president will help to submit paperwork for fundraisers, and meet with administrators when necessary. Additional Responsibilities are listed below.

**Vice-President** – The vice-president will assume the responsibilities of the president when he/she cannot be present. In addition, the vice-president will assist the president in carrying out their responsibilities. Additional Responsibilities are listed below.

**Secretary** – The secretary will maintain (and type) the minutes from each meeting (club and officer). This officer will type up a list of club members, addresses, and phone numbers for the advisor, and for the other officers. The secretary will write thank you notes and other official correspondence that the club may have. Additional Responsibilities are listed below.

**Treasurer** – The treasurer will count money for a deposit once each week (as needed). This officer will co-sign all orders for payment and records. The treasurer will also maintain all club records. Additional Responsibilities are listed below.

**Additional Responsibilities** – A successful organization requires the close cooperation of all the officers and members. The officers can assure this by assuming these responsibilities. They need to plan well-organized fundraisers and set them up for the club members. These should include, but are not limited to, bake sales, car washes, food sales, etc. The officers should attend all fundraisers and encourage the club members to get involved. The officers should be involved in the fundraiser distribution and set-up as well. In addition, the members should preview materials for the initial planning of the trip. They will make changes if needed to the itinerary, and help in making all arrangements. The officers should be committed to giving their time in the evenings and or summer to assist in these plans. The officers are also expected to be at every meeting.