

GUIDELINES FOR STUDENT CLUB LEADERS

Dear student club leaders,

Thank you for stepping forward to start a club at Al-Hadi. A leader's role is as challenging as it is exciting, and I do hope that this will be a rewarding experience for you all, inshaAllah.

Please take a few minutes to review the guidelines below. Most of them are for club leaders of younger students, but it's good for us all to be on the same page and consistent in our practices:

1. Make sure you have all the supplies you need for your club activities set up by 3:30pm in the designated club space.
2. Please pick up elementary age students from their classrooms at 3:40pm.
3. While collecting kids from their classrooms downstairs, please ask them if they have collected all their belongings (backpacks, jackets, lunch bags, water bottles, etc.).
4. Please keep the student member roster with you or with your advisor. The advisor should have all parent contact information in case of an emergency (God forbid).
5. Familiarize yourself with the club constitution: [Alhadi School](#)
6. Make your meetings fun & interactive. Don't stress out if club meetings don't go perfectly as planned, that's a part of life. However, make sure your activities are keeping students engaged.
7. Please make sure your students tidy up the classroom and leave it neat and clean after each meeting.
8. Please keep your students in class till 4:30pm, unless someone needs to be dismissed early for another extracurricular activity. Make sure no child is wandering around in the hallways (this includes students in all grades).
9. At 4:30pm, wrap up your meeting and take your students downstairs to the lobby. Parents should be waiting in their cars or in the lobby area to pick up their children. If a student has not been picked up by 4:45pm, please inform Sr Qiyamah and guide the student to after school care.
10. If you are absent or not available for a club meeting, please notify your advisor at the earliest, and find a suitable substitute. Please share this document with the person replacing you.
11. Please make sure you give equal attention to all students in your meetings. Younger students look up to you and learn from your behavior. Try your best to be your best.

Feel free to reach out to your advisors and/or me if you need any help. It is through all our combined efforts that we make our school an amazing place to be.

Thank you again!
Sr Siddiqua