



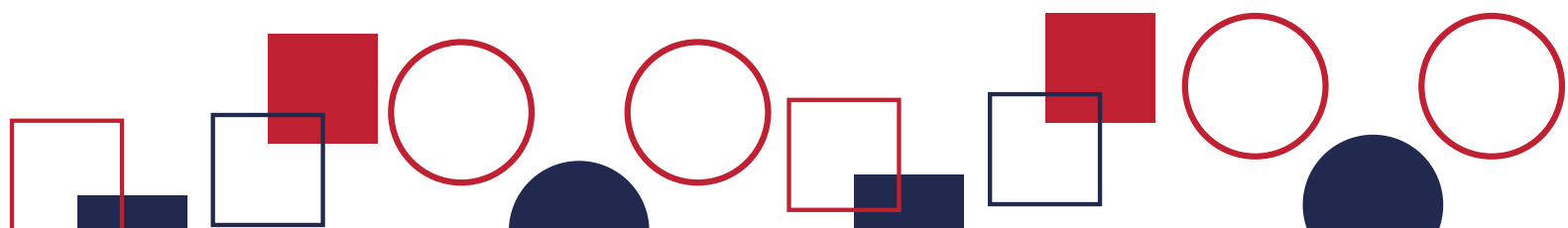
AUPP HIGH SCHOOL
FOXCROFT
ACADEMY

STUDENT CLUB HANDBOOK 2025-2026

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INTRODUCTION

Welcome to the AUPP High School - Foxcroft Academy (AUPPHS-FA) Student Club Handbook! This handbook serves as a comprehensive guide to starting, operating, and participating in student clubs within our high school community.

AUPPHS-FA supports and facilitates co-curricular activities and opportunities to enrich students' lives beyond the classroom. These activities and opportunities statistically enhance students' academic experience and support AUPPHS-FA's vision to be a leading center of academic excellence in Cambodia and Asia.

Whether you want to join an existing club or start a new one, this handbook will provide all the necessary information and resources to make your club experience enjoyable and successful.

Remember, the Student Club Handbook is only a guide, and you should always consult with our Administration for specific rules, procedures, and guidelines governing student clubs in the school.



WHAT BENEFITS YOU GAIN



ENHANCE COLLEGE APPLICATION

Active involvement in student clubs can bolster your college applications. Admissions committees often look for well-rounded applicants with a demonstrated commitment to extracurricular activities.



BUILD FRIENDSHIP

Clubs bring together like-minded individuals fostering friendships and a sense of community. It's a great way to meet new people who share your interests and make lasting connections.



DEVELOP SKILLS

Club activities provide opportunities to develop and enhance a wide range of skills, such as leadership, teamwork, communication, organization, and time management. These skills are valuable for personal growth and future endeavors.



EXPLORE INTERESTS

Clubs allow you to explore and pursue your interests and passions outside the classroom. You can join clubs in various fields, such as sports, arts, academics, community service, and much more.



ELIGIBILITY & MEMBERSHIP

CLUB LEADERS/MEMBERS

To become a leader/member, you must complete the Club Registration Form and register with the Club Leader or Club Advisor (except sport clubs, they need a Club Participation Waiver).

- **Have a minimum of five (5) members** who share a common interest and collectively pursue their activities collegially and professionally.
- Have an advisor who is an academic or administrative member of AUPPHS-FA.
- Attend student club meetings organized by AUPPHS-FA Administrative Team and club leaders.
- Attend events and competitions to represent the club and encourage student involvement.
- At the end of each semester, **clubs must submit the club summary report of all events**, activities, and meetings held throughout the semester to the Administrative Team.
- Be open to all members of the AUPPHS-FA community, regardless of ability, race, ethnicity, nationality, religion, sex, orientation, gender, and age.
- **Abide by the policies outlined in this handbook and other AUPPHS-FA policies.**

REMOVAL OF CLUB MEMBERS

- All members are subject to termination from the club if they are not holding their weight.
- The definition of holding their weight is determined by the AUPPHS-FA Administration and club leader(s).
- Students in the club leader position must be in and maintain good academic standing to hold a position that the AUPPHS-FA Administration determines.
- Students should participate in at most **three (3) clubs** throughout the academic year. **If a student's academic performance is impacted due to joining the club, the Administration has the authority to revoke their membership from all the clubs they participated.**

RECOGNITION REQUIREMENT

PURPOSE/GOAL

Each recognized student club is required to have a clearly defined purpose and goals of their club. What activities will your club focus on? What impact does your club hope to make within the school community or beyond?

FACULTY ADVISOR REQUIREMENT

Each recognized student club must have an advisor who is a member of AUPPHS-FA as faculty or staff. Advisors can assist the organization to function in accordance with its stated purposes and provide guidance and counsel to promote the growth and direction of the club.

PAPERWORK

Each recognized student club is required to complete the necessary paperwork. Check with the AUPPHS-FA Administration Team for any required paperwork to register your club. This may include a club constitution membership roster and any other necessary forms.

CLUB MEETING

Each recognized student club is required to **conduct regular meetings throughout the academic year.** Establish a regular meeting schedule to discuss club activities, plan events, and delegate responsibilities. Ensure that all members have a chance to voice their ideas and contribute to the club's growth. **Club meeting reports might be required by the AUPPHS-FA Administration,** make sure to record what you discuss and plan during the meeting.

ACADEMIC STANDING

Member/leader of each recognized student club **must be in and maintain good academic standing, abide by the policies outlined in this handbook and other AUPPHS-FA policies,** and be responsible for violations of the code of conduct.

CODE OF CONDUCT



The Code of Conduct enumerated herein is intended to clarify the school's relationship to be recognized as a student club and **reflect the school's concerns and interests in promoting awareness, values, and responsible behavior.**

INTEGRITY

Uphold high moral and ethical standards in all club activities.

RESPECT

Treat all fellow club members advisors and guests with respect kindness and fairness. Ensure that everyone feels included and appreciated.

ATTENDANCE

Attend club meetings events and activities regularly and inform the club officer in advance if unable to attend.

COOPERATION

Collaborate and work cohesively with other club members promoting teamwork and a positive club atmosphere.

It is important to note that when a group is recognized as a student club, **you and its members may be held collectively or individually responsible for violations of the code of conduct.** Student clubs may be charged with violating the code of conduct without regard to whether members of such clubs are individually charged with violations arising from the same misconduct.

Code of Conduct for student clubs is subject to change throughout the academic year.

STUDENT CLUB FUNDING



The AUPPHS-FA Administration is the umbrella group for all student clubs; it distributes and oversees student club funding. AUPPHS-FA Administration & Finance Department conducts a funding application process each academic year to allocate money for student clubs. Only registered student clubs may apply for funding.

- Clubs that require funding over \$50 will need to submit a proposal report itemizing what the budget is for. Make sure to be specific, as the proposal is what determines an approval or rejection of the request.
- Clubs are required to submit a budget request at least four (4) weeks in advance and wait for approval.
- Once approved, club leaders will be contacted to receive the funding amount requested.
- Clubs are required to submit receipts for all budget requests within three (3) business days of having used the budget.
- Financial transactions and budgets will be handled by the club leader/member, who will maintain accurate records and provide regular reports to the AUPPHS-FA Administration, Finance Department and members.
- Purchasing items and requesting reimbursement is not according to the student club funding policy, and reimbursement will never be guaranteed.





SOCIAL MEDIA POLICY & GUIDELINE

AUPPHS-FA student clubs can develop friendships, discover talents, and explore the world through AUPPHS-FA's main social media accounts or AUPPHS-FA Student Council account. By doing this, it allows thoughtful, purposeful engagement. **You should remember that social media tools are a powerful form of communication that can significantly impact organizations, individuals, and their reputations.** Lines between personal and professional content and between public and private content are often blurred. Whether participating on behalf of the high school, a high school-related group, or personally, all users must follow the same behavioral standards online as they would in face-to-face or one-on-one interactions. **Remember that the internet is not anonymous, nor does it forget.**



All approved student clubs will receive a pre-designed logo thumbnail to promote their club. **If the approved student clubs have their own design, before publishing, they are required to submit to the AUPPHS-FA Marketing/Administration for approval first.** By doing this, all designs will be consistent with the AUPPHS-FA brand guidelines.



All content planning to be posted needs to be given the green light by the AUPPHS-FA Marketing/Administration. If found inappropriate, AUPPHS-FA reserves the right to modify the content. All approved clubs are responsible for all content posted, uploaded, or shared on the platform. They shall ensure that all contributions comply with applicable laws, respect intellectual property rights, and do not infringe upon the rights of any third party.

CLUB EVENTS & ACTIVITIES

We live in a world of significantly enhanced community and personal health risks. The high school cannot eliminate those risks, even with the best planning. We can, however, work together to reduce those risks, and student clubs have an essential role in AUPPHS-FA's community culture of shared responsibility for our safety and well-being.



NOTIFICATION

Any activity or event including, but not limited to, social gatherings, travel, community service projects, on-campus events, etc. Require prior approval from the AUPPHS-FA Administration and acknowledgment from the club advisor **at least 3 - 4 weeks before the planned date**. If the departments mentioned are not notified in advance of the scheduled event(s), the club may not be able to hold the event(s) for that month.



GUIDELINE FOR EVENTS, ACTIVITIES, MEETINGS

- All clubs need to inform the AUPPHS-FA Administration of any planned events, activities, and meetings **at least four (4) weeks in advance**.
- Planning: Club leaders/members will organize various events and activities throughout the academic year, including workshops, guest speakers, competitions, community service projects, and social gatherings.
- Each club will need to have an updated/accurate list of members and input the information into the spreadsheet accordingly.
- Club leader(s) need to track attendance for all in-person/virtual events, activities, and meetings.



INVOLVING ALUMNI

If you invite AUPPHS-FA alumni to participate in an event, please forward those invited along with the event name, date, time, and location to AUPPHS-FA Administration. If you would like to invite alumni to your event as attendees but require access to the alumni database for contact information, contact the AUPPHS-FA Administration.



SPACE & FACILITY SERVICE

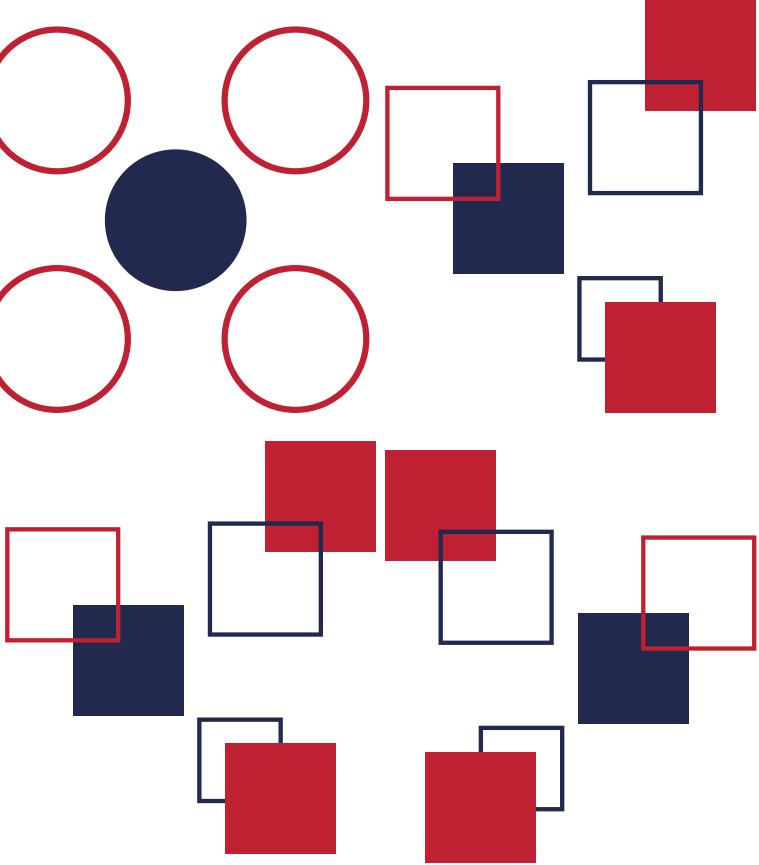
Clubs that would like to use any space or facility located on campus (lecture room(s), spare room(s), setting up booths, etc.) should fill in the **Event Registration form** and submit to the AUPPHS-FA Administration **at least four (4) weeks** in advance to be able to coordinate with related departments.

If clubs fail to inform in advance, the room may not be available.

CONTACT

Feel free to contact any of the AUPPHS-FA Administration staff regarding the following:

- Concerns and issues
- Club events and activities
- Club guideline



AUPP HIGH SCHOOL



FOX CROFT
ACADEMY



www.aupphs-fa.edu.kh



077 584 797/086 802 111/023 902 111



info@hs.aupp.edu.kh



Building #57, Corner Street 75 & Street 90, Sangkat Wat Phnom,
Khan Daun Penh, Phnom Penh

LET'S GROW TOGETHER