

Running Math Club

Brendan Tea

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Preface

Welcome

This is to any Math Club Officer running the club. I originally wrote this for myself, documenting my entire process, but decided that this could be useful for anyone getting started. It will have everything for you to get started and also things to potentially work on.

Intro

Math Club is mainly about two things: (1) competition math and (2) math learning.

Math Competitions are basically the corner stone of Math Club and drives its members to constantly be improving. Thus, it is important to obtain **fundraising** as it lowers costs of admissions. Make sure when finding more competitions around the area that they are cheap and accessible. During math club meetings, it will generally be split into two groups: Competition Math and Math Tutoring.

Good luck and enjoy your time running Math Club!

LWHS, August 2024
Brendan Tea

IMPORTANT INFO

Club Advisors:

- Dr. Lu — flu@lwsd.org
- Ms. Martinez — lmartinez@lwsd.org.

Club General:

- N-272 Dr.Lu's Room
- Fridays 3:30-4:30

Club Officers [2024]:

- Co-Presidents: Nathan Guan, Iyas Adbel Rahman
- Treasurer: Tea

Chapter 1

Planning

During summer, it is **absolutely important** that you group up and talk with your other members to get started. Some things to keep in mind are Powerpoints, Club Fair Preparations, Competitions, Club Meetings, and Fundraising.

1.1 Information

Here is all of our current info:

1. Competitions

- AMC 10/12
- MAO (Fall & Spring Classic)

2. Fundraising

- Concessions (KingCo & Seakings)
- Local Business Deals
- ASB Grant (100-500 \$)

3. Resources

Competition

- Omega Learning (Sophil Rathi)
- AOPS Alcumus
- AOPS Practice Tests/Resources

Tutoring

- SAT Math
- Calculus Help

- Alg 1-2/Geo/Precalc

4. Activities

- Quizbowl
- Speed Math

5. Tutoring

- Signup Genius
- NHS Partnership

Chapter 2

Taking Action (TODO List in Order)

2.1 Canvas

Now, check the Canvas Teams and see if anything needs updating or changing. This is the base grounds for all information so make sure that that resources, links, competitions are all up to date.

2.2 Club Fair Prep

During the 2nd or 3rd week of September, there will be a club fair for all of the clubs. This is Math Club's first impression to any outsiders and this is our steady source of new members.

You will need:

- Candy/Snacks
- Poster
- Desk [Provided]
- Laptop (Activity)
- Clipboard + Pens
- 10 Lined-Paper

If they mention they aren't good at math, offer free tutoring for any topic.
If they are more on the math wizard side, offer them the idea of awards like top 10 at State.

[illegible]

In this format, it is easy to copy the emails and transfer them into an email list. You will then send an email to all of the members. Remember that there is a 100 person limit when sending emails so you may have to split the email. Send the email to the club officers and CC the club advisors. Here is a template you may use:

Thank you for your interest in Math Club at today's club fair!

In the first meeting, we will explain what meetings are going to look like, the benefits you reap from attending math club, and introduce some of the fun activities that we have planned for you this year. Throughout the year, we will provide tutoring services, cover various math concepts, and host math competition events as well!

Have a great day,
Math Club Officers

2.3 Awareness

Create flyer posters with QR codes advertising Math Club to put around the school or in math teacher's classes. **You will need them ASB approved and permission from teachers.**



Figure 2.2: Flyer example — do not scan the QR lmao

Additionally, update our club's instagram at **@lwhs_math** with competitions and other forms.

2.4 Creating PPTs

You may use past year's ppt as inspiration.

Here is the general structure:

1. Intro Page
2. When + Where [Friday, Dr. Lu N-272]
3. Competitions
4. Tutoring & Volunteer Hours
5. Final Take Aways:

- Fridays N-272 — Can Drop out
 - # Competitions through the Year
 - Tutoring Volunteer Hours
 - Math Wizard/ academic weapon
6. Form [Questions & Attendance]
- Name, Email, Grade
 - AMC 10/12
 - Purpose for joining

Some interesting topics this are:

- Math Problem Activity
- Become a Math Wizard
- Awards/Medals

2.5 Club Meeting Plans

This is where you decide what will happen during club meetings.

Here is the general structure:

1. Set-Up Math Club [HDMI + Activities]
2. Wait for people to come
3. Start [bang the gong if you want]
4. Split into Activities
5. End + Thanks
6. REPEAT 29x Meetings

2.6 Competitions

Ms. Martinez will ususally send an email with all of the math competitions for the year. **Make sure to inform members 3-4 weeks since permission forms are due 2 weeks before the competition.**



Figure 2.3: 2022-2023 MAO Spring Classic Competition: Logan Chu, Brice Liu, Amish Patra, Bryan H [Left to Right]

2.7 Fundraising

After everything, now to acquire funds. First know which businesses students usually go to and compile a hit-list. Go to the businesses and ask the manager if they are able to make a fundraising deal.

If that doesn't go well, apply for an ASB Grant by contacting one of the ASB leadership members. Then, volunteer at concessions for funding also.

2.8 Officer Positions

This wayyyy later on near June. If you have **completely finished** the above, read in the Endgame section on this.

Chapter 3

Running

After your very first club meeting, it is important to follow and have a consistent Math Club meetings.

In two groups, there will be different activities.

Competition Math:

- Math Practice

Tutoring:

- Math Help [Any topic]

Chapter 4

Endgame

4.1 Officer Elections

You've now made to the May/June and it's time to begin officer elections!

Our current positions:

- 2 Co-Presidents
- Treasurer

Here is everything that needs to get done:

1. Inform Members [within meeting]
2. Create Interest Form¹
3. Interview candidates
4. Club Vote [**speech**]
5. Decide Officers

¹Make sure it includes including position, interview date, information.

Chapter 5

TODO

Here's everything that needs improvement:

- More Competitions
- Math Literacy
- Member Retention
- More members

Final Remarks

Hope you the best in your journey and I hope you found this useful. If you have any feedback, found any errors, or have any suggestions, you can always message me here at 1042182@lwsd.com.