



ÖZEL
TARSUS
AMERİKAN
KOLEJİ

TAC HANDBOOK FOR CLUBS FOR TEACHERS AND STUDENTS 2024-2025



“Teachers are artists, they help shape character just as they help shape the future”

SAĞLIK VE
EĞİTİM
VAKFI **SEV** 1968



TURKISH NATIONAL ANTHEM

Fear not, the crimson flag, waving in these dawns will never fade
Before the last hearth that is burning in my nation vanishes.
That is my nation's star, it will shine;
That is mine, it belongs solely to my nation.

Oh coy crescent do not frown for I am ready to sacrifice myself for you!
Please smile upon my heroic nation, why that anger, why that rage?
If you frown, our blood shed for you will not be worthy.
Freedom is the right of my nation who worships God and seeks what is right.

Since the beginning I have lived free, I live in freedom,
What madman shall fetter me? I would be surprised.
Like a roaring flood I am, I would trample my banks, I would exceed,
I shall tear mountains apart, exceed the Expanses and overflow.

If the steel armored wall surrounds the horizons of the West,
I have a borderline like my faithful chest.
You are mighty, fear not! How can this faith be drowned,
By the single toothed beast they call "civilization"?

Comrade! Do not ever let ignobles visit our homeland,
Shield your chest, this disgraceful offense shall be stopped.
The days promised to you by God shall arise,
Who knows, perhaps tomorrow, perhaps even sooner than tomorrow.

View not the soil you tread on as mere Earth - recognize it!
And think about the shroudless thousands who lie so nobly beneath you.
You are the glorious son of a martyr - take shame, grieve not your ancestors!
Unhand not, even when you are promised worlds, this heavenly homeland.

Who would not sacrifice their life for this paradise of a country?
Martyrs would burst forth should one simply squeeze the soil! Martyrs!
May God take my life, my loved ones, and all possessions from me if He wills,
But let Him not deprive me of my one true homeland in the world.

Oh glorious God, the sole wish of my pain-stricken heart is that,
No heathen's hand should ever touch the bosom of my sacred Temples.
These adhans and their testimonies are the foundations of my religion,
And may their noble sound prevail thunderously across my eternal homeland.

For only then, shall my fatigued tombstone, if there is one, prostrate a thousand times in ecstasy,
And tears of blood shall, oh Lord, spill out from my every wound,
And my lifeless body shall burst forth from the earth like an eternal spirit,
Perhaps only then, shall I peacefully ascend and at long last reach the heavens.

So ripple and wave like the bright dawning sky, oh you glorious crescent,
So that our every last drop of blood may finally be blessed and worthy!
Neither you nor my kin shall ever be extinguished!
For freedom is the absolute right of my ever-free flag;
For independence is the absolute right of my God-worshipping nation!

<https://www.allaboutturkey.com/anthem.html>



Ataturk's Address to the Turkish Youth

You, the Turkish youth! Your primary duty is to forever protect and defend the Turkish independence and Turkish Republic. This is the mainstay of your existence and of your future.

This foundation is your most precious treasure in the future, as well, there will be malevolents, within and abroad, who will seek to deny your birthright. If one day you are compelled to defend your independence and the republic, you shall not reflect on the conditions and possibilities of the situation in which you find yourself, in order to accomplish your mission. These conditions and possibilities may appear unfavorable. The adversaries who scheme against your independence and your Republic may be the representatives of a victory without precedent in the world. By force or by ruse, all citadels and all arsenals of our dear fatherland may have been taken; all of its armies may have been dispersed and all corners of the country may have been physically occupied. More distressing and more grievous than all these, those who hold and exercise the power within the country may have fallen into gross error, blunder, and even treason. These holders of power may have even united their personal interests with political ambitions of the invaders. The nation itself may have fallen into privation, and may have become exhausted and desolate.

You, the future sons and daughters of Turkey! Even under such circumstances and conditions, your duty is to redeem Turkish independence and the Republic! The strength you shall need exists in the noble blood flowing through your veins.

Mustafa Kemal Ataturk

<https://www.columbia.edu/~sss31/Turkiye/ata/youth2.html>



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SEV Mission

The mission of SEV is to nurture globally minded, well-rounded, happy individuals who make positive contributions to society by way of their academic achievements and social consciousness.

SEV's Approach

The Health and Education Foundation has a philosophy of education that focuses on developing individuals who are sensitive to societal needs and contribute to society as part of their social responsibility. We support events and projects that create social benefits in different fields, contributing to the development of wellbeing in the field of education and health.



TAC Vision, Mission and Goals

“Leaders for Turkey; Leadership for the World”

VISION

TAC will be globally recognized for its positive, collaborative learning environment, for its inspirational community spirit, and for developing conscientious leaders.

MISSION

TAC graduates empathetic global citizens and future leaders empowered with the knowledge, skills, and strength of character essential for their continued success and vital to the welfare of the communities they will serve.

GOALS

In pursuit of our mission, our goal is to provide excellence in holistic education so that each student:

- Practices a clear commitment to the ideals of Atatürk.
- Is academically highly successful on national and international levels.
- Develops mind, body, and spirit to live as a well-balanced individual who will pursue higher education and lifelong learning.
- Learns critical thinking, social and communication skills.
- Shows commitment to justice, mutual respect, human rights, ethical behavior, tolerance, and self-discipline.
- Is committed to bilingual and multicultural interaction for the appreciation of diversity of perspectives and cultures.
- Shows environmental awareness and is dedicated to environmental protection.
- Adapts creatively and innovatively to life and work using scientific inquiry, literary and artistic approaches, information technology, and the social sciences.
- Embodies responsibility, initiative and follow through, honesty and generosity, effective teamwork, and democratic leadership.
- Participates fully in democratic processes and philanthropic organizations as part of lifelong service to humanity.



TAC Policy for Clubs

Club activities at Tarsus American College are organized to support student academic achievement as well as their development in social, cultural and athletic aspects. These activities are offered through the establishment of various clubs according to the interests and abilities of the students and under the guidance of the faculty.

Goals of Club Activities

1. **Personal Development:** Allowing students to discover and develop their personal talents.
2. **Social Skills:** Increasing cooperation, communication and teamwork skills.
3. **Sense of Responsibility:** Raising student awareness on taking responsibility and performing their duties within a group.
4. **Contribution to Society:** Encouraging participation in community service and social outreach projects.
5. **Cultural Enrichment:** Involving students in cultural, artistic and sporting activities.

Types of Clubs

- **Social Clubs:** Clubs that draw student interest in fields such as literature, philosophy, music and theater.
- **Sports Clubs:** Clubs offering different sports such as basketball, volleyball and soccer.
- **Science and Technology Clubs:** Clubs that encourage students in areas such as robotics, software, and natural sciences.
- **Community Service Clubs:** Clubs designed for community service projects.

Principles of Operation for Club Activities

1. Selecting and Participating in a Club

- Students may sign up for clubs based on their interests in the beginning of each academic year.
- Each student must be a member of at least one club.

2. Club Meetings

- Clubs meet on a weekly basis.
- Meetings will be held during club hours or after school hours as appropriate.

3. Club Leadership

- Each club is led by a teacher, who works with a student president.
- The club activities are planned and conducted by the teacher advisor.

4. Activity Reports

- Each club prepares an activity report at the end of the year and submits it to the school administration.

5. Review

- Club activities will be evaluated periodically by the school administration and improvements will be made as needed.

This policy is intended to contribute to the development of students as active and productive individuals outside of school. The successful implementation of all club activities requires close cooperation between teachers, students, and the school administration.



Club Experience at TAC

- Each TAC student is expected to take part in at least one club (Prep, 9th, 10th, and 11th grades)
- The clubs on offer are introduced to students in the garden during the first week of the academic year.
- Every teacher must have a club. The number of teachers may be increased based on the number of students in the club.
- In club selections, students are placed in the order of their preference (two preferences) as much as possible.
- Students can “get to know” the club they were placed in during the first three weeks of school, and if they want to change their club, they should choose another club within the first three weeks. Students can switch to their new club (provided that it also is suitable) within the third week after the start of the club programme.
- Club changes will only be allowed within these first three weeks after the selections, as all clubs are designed to continue throughout the year. A student who wants to change his club must fill out the relevant form completely providing their explanations. Some clubs may select students according to the criteria that have been announced beforehand, which should be taken into account when changing a club.
- **Attendance:** Club activities, like classes, are events that require student attendance.
- The students who do not attend the club hour without a valid excuse or permission while being at school will face administrative action.
- A student who does not attend club activities is handled in the same way as having deliberately missed a regular lesson and will face the same consequences.
- **Joining Club Activities:** Students learn whether the club they join requires activities such as after-school, lunch break or weekend work, out-of-school trips, project preparation, in the beginning of the school year (during the first three weeks), and they are required to participate in these components.
- Students can earn TAC Points for their various types of involvement in their clubs with the recommendation of the teacher.
- **Teacher Advisor:** Each club and committee has a teacher advisor. After-school work, theater, concerts, trips and other kinds of student activities are all carried out only under the responsibility of the teacher advisor and with prior permission from the School Administration.
- Clubs exhibit their work throughout the year through various events, competitions and organizations. They share these with the whole school during the last week of the academic year by making a presentation about the highlights of their club's activities. The decision about whether this presentation will be held in the auditorium or in the garden should be stated on the relevant form at the time of opening the club.
- All trips planned internationally for a club must be approved by the Health and Education Foundation, our parent organization.
- In all kinds of intercity events planned off-campus, in addition to the approval and permission of the School Administration, the parent permission form must be filled in by each student and submitted to the club teacher. Please contact the Activity Coordinator for details on this.
- **Attendance Requirement:** Each club session must be actively conducted at the designated time and day of the week.
- Each teacher advisor will be notified of the classroom or room where their club will meet in the first week of the club activities. If there is a need to change classrooms due to the nature of the club activity, the vice principal in charge of clubs must be notified.



- Once joining a club, weekly regular attendance is mandatory to maintain the efficiency of the club activities. Attendance will be recorded weekly on Smartclass.

Forms and Documentation

Below are the documents and forms required for club procedures. You will also find these documents in Google Drive under “2024-2025 Club Activities”.

Required Documentation

1. Petition for Starting a Club

- An official petition submitted to the school administration by the teacher or students who wish to start a club which states the purpose of the club, its area of activity, and the request to offer the club.

2. The Formal Approval for Starting a Club

- The document stating the formal approval of the school administration which recognizes the establishment of the new club.

3. Club Membership Registration Form

- The form which includes the names, grade levels, and contact information of the students who wish to join the club. This form indicates that the students are official members of the club.

4. Club Activity Plan:

- A detailed plan outlining the activities, projects, and other activities the club plans to conduct throughout the year. This plan must be submitted to the school administration for approval.

5. Club Meeting Minutes:

- A record of the decisions made during each club meeting and the work being conducted in the club. These minutes are important for tracking club activities in the long run and should be prepared on a monthly basis.

6. Club Teacher Advisor Assignment Document:

- The assignment document for the teacher advisor who will supervise and guide the club’s activities.

7. Yearly Activity Report:

- A report prepared by the club at the end of the year that summarizes the year's activities and results.

8. Permissions and Approvals:

- If the club is organizing an activity or trip outside of the school, these permission and approval documents obtained from the school administration or relevant authorities will be used.



9. List of the Club Steering Committee

- A list of the names and responsibilities of the club's president, vice president, secretary, and other officers. These documents help ensure that the club activities are run in an organized, disciplined manner and can be inspected by the school administration.



Petition for Starting a Club at Tarsus American College

To the Administration of Tarsus American College

Date:

Re:Request for Starting a New Club

We are applying to form the [club name] club to develop our students' interests and skills in [club activity area (e.g., social responsibility, science, athletics, arts)]. This club will develop our students' [intended skills/activities] and contribute to [expected contribution].

Kindly presented for your information and due action.

Teacher Advisor/s

[Full Name and Signature]



Student Representative

[Full Name and Signature]



The Formal Approval for Starting a Club

To the Administration of Tarsus American College,

Date:

Re: The Formal Approval for Starting a Club

[Tarsus American College] approves the starting of the [Club Name] Club. This club will offer activities to contribute to student growth in the area of [club activity area].

Approved by:
Principal

[Full Name and Signature]





TAC Club Membership Registration Form for 2024-2025

Membership Registration Form for the Club

Club Name:

Teacher Advisor/s:

Club Meeting Day and Time :

Student Name	Homeroom and School Number	Phone Number	School E-mail Address



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TAC Club Activity Planning Form for 2024-2025

Activity Plan for the Club

Club Name:
Teacher Advisor/s:
Year/Semester:

Activities



Activity	Date	Description

Signature

TAC 2024-2025 Club Meeting Minutes

Meeting Minutes for the Club

Date:

Attendees:

Meeting Topic:

Agenda Items:

...

Decisions Taken:

[Decision 1]

[Decision 2]



TAC Club Teacher Advisor Assignment Document for 2024-2025

To the Administration of Tarsus American College,

Date

Subject:..... Club Teacher Advisor Assignment

[Teacher's first and last name] has been assigned as the teacher advisor of the [Club Name] Club at [Tarsus American College].



Approved by

School Principal

[Full Name and Signature]



TAC Yearly Activity Report for Clubs in 2024-2025



Yearly Activity Report for Club

Club Name:

Teacher Advisor/s:

Year/Semester: (This form will be completed at the end of the first and second semester)

Summary of Activities:

Name of the Activity	Date	Details

General Year-End Review of the Club

[General review of the club's work and activities during the year]

**Teacher Advisor/s
Full Name and Signature**



TAC Permissions and Approvals for Clubs 2024-2025



Permission and Approval for the Club

Club Name:

Name of Activity:

Date:

We kindly ask that the required permission and approval be granted for the activity to take place.

Approved by:

Principal

Signature: [Full Name and Signature]





TAC List of the Club Steering Committee for 2024-2025

List of the Steering Committee Members for the Club

Club Name:

Teacher Advisor/s:

Year/Semester:

Members of the Steering Committee:

Role	Full Name	Homeroom and School Number
Club President		
Club Vice-President		
Club Secretary		

Request for Changing a Club

- Club changes are only possible during the first three weeks of the academic year.
- Requests received after this period will not be considered, except for emergency circumstances.
- The requested change is only possible if the conditions are suitable.
- The student must verbally inform the teacher advisors of both the club that they wish to leave and that they wish to join in advance of the request.
- In addition, the relevant form needs to be completed and submitted to the Club Committee. If the conditions are appropriate, the change will be approved and the relevant people will be informed.

FORM FOR REQUESTING A CHANGE IN CLUBS



STUDENT NAME:

HOMEROOM:

SCHOOL NUMBER:

YOUR CURRENT CLUB:

THE TEACHER ADVISOR OF YOUR CURRENT CLUB:

Please explain briefly the reason for wishing to leave your current club:

Which club would you like to join? Please note that the final decision will be based on the availability and conditions/quota of the new club.

1st Preference:

2nd Preference:

