

BEAVERTON SCHOOL DISTRICT
REQUEST FOR SCHOOL CLUB/TEAM SPONSORSHIP

(This form is to be completed by the advisor or organizing student.)

Date of Application: _____

1. **Name** of club or team: _____

2. Describe the **activity**: _____

3. Is there specific **criteria** for membership and/or participation? Yes ___ No ___
If yes, what is the criteria? _____

4. Do you need the use of **school facilities**? Yes ___ No ___
If yes, what facility, time, and frequency of use? _____

5. What are the **financial costs** to the participant? \$ _____/year

6. What **season** does the activity occur? Fall ___ Winter ___ Spring ___
All Year _____

7. Is there **competition**? Local: Yes ___ No ___
 State: Yes ___ No ___
 National: Yes ___ No ___

If yes, please provide the name of a contact person, association president, etc.

Name: _____
Address: _____
Phone: _____

8. Who will **supervise or advise** the club? Check the group that applies and
provide the primary contact person. Parent (s) _____
 Teacher (s) _____
 Volunteer (s) _____

Name: _____
Address: _____
Phone: _____

9. Describe the activity in respect to **potential injuries** and **level of fitness**
required to participate: _____

10. What type(s) of **recognition*** from the school is being requested?

* Letter, Awards Banquet, Yearbook, Assemblies, Newspaper, Announcements, Posters

NOTE: If a school letter is being requested, the activity must have received sponsorship on Tier Three by the majority of the Beaverton District high schools for at least three years.

11. Signatures of applicants:

Advisor/supervisor: _____

Student Leader: _____

12. Approval:

Principal : _____ Date; _____

APPROVAL PROCESS

1. Complete all questions and submit the application to the school activity director.
2. The activity director and the principal will review the application to see if it meets the requirements for the requested level of participation. If the application meets all requirements and there are no concerns, the principal will sign the form and the activity director will notify the concerned parties of the approval.
3. If sponsorship is denied or if serious questions arise, the principal will notify by letter these concerns to the group requesting approval. The application will then be forwarded and reviewed by a District Ad Hoc Committee made up of an executive administrator, the District Athletic Liaison, an athletic director, an activity director, the Risk Management Specialist and an expert in the area of the activity (if needed.) This committee will meet once a month.
4. The committee's decision is final. All concerned parties will be notified in writing of the decision.