



# Department of Teaching & Learning

## EXTRA CURRICULAR CLUB/TEAM PROPOSAL PROCESS

### Step 1- PRINCIPALS

- A certified staff member completes the [ECA Proposal Form](#) and presents it to the building principal for approval.
- If principal approves and recommends the emerging club/team, then
  - The principal fills in the stipend amount for each semester. If the club/team is formed mid-semester, the amount will be prorated by the Department of Teaching & Learning to reflect the months the club/team is meeting.
  - The building principal forwards the recommendation to the Director of Teaching & Learning for approval. This serves as the principal's approval for Board recommendation.
- If denied, the principal will communicate this to the staff member.

### Step 2 - TEACHING & LEARNING (DB)

- If approved, the form will be forwarded to the Business Office.
- If denied, the Director of Teaching & Learning will notify the building principal.

### Step 3 - BUSINESS OFFICE (AP)

- If approved:
  - Record the sponsor name(s) and stipend amount for payroll.
  - Double check any stipends that are submitted as prorated for accuracy.
  - Forward it to the Director of Human Resources.
- If denied, return to the Director of Teaching & Learning who will in turn, notify the principal.

### Step 4 - HUMAN RESOURCES (LJ)

- If approved, send to Human Resources Generalist (LJ):
  - The HR Generalist will notify the principal of the final approval and add to the personnel report.
  - The principal will inform the sponsor(s) that the club/team has been approved and can begin meeting.
  - HR Generalist will forward a copy of the final approval paperwork to the Department of Teaching & Learning
- If denied by Human Resources:
  - Return the request to the Director of Teaching & Learning who will notify the principal.

### Step 5- PAYMENT SUBMISSION (LT)

- At conclusion of each semester:
  - The principal will complete an Accounts Payable Voucher with all pertinent information for each sponsor and attach ECA approval
  - The Accounts Payable Voucher must be signed by the sponsor and building principal. (See back for example).
  - Return the paperwork to the Department of Teaching & Learning, Administrative Assistant (LT). Once paperwork is reviewed for completion, it will be forwarded to payroll for processing.

**DUE DATES:**

- SEMESTER 1: JANUARY 10, 2022
- SEMESTER 2: JUNE 10, 2022

Prescribed by State Board of Accounts

School Form No. 523 (2006)

**ACCOUNTS PAYABLE VOUCHER**

DUNELAND SCHOOL CORPORATION • 601 WEST MORGAN AVE. • CHESTERTON, IN 46304

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee *Sponsor*

Jane Doe (LIS)  
123 Duneland Blvd  
Chesterton, IN 46304

Purchase Order No. \_\_\_\_\_  
 Terms \_\_\_\_\_  
 Date Due \_\_\_\_\_

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
12.31.21		Semester 1: Art Club ECA Emerging Club Team	\$300
		met: 2 times per month	
		September 1, 2021 - December 19, 2021	
		Sponsor completed the above obligation	

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except \_\_\_\_\_

Dec. 31, 2021

Jane Doe  
Signature

Teacher  
Title

*Principal Signature*  
*chlc*

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-16

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Treasurer