



# Department of Teaching & Learning

## PROPOSAL TO CREATE AN ECA AFTER SCHOOL CLUB OR TEAM

Any certified staff member who requests to create a student club must complete this proposal. The information is to be forwarded (1) to the building principal and then (2) to the Department of Teaching & Learning.

- **2021-2022 SCHOOL YEAR**
  - Remaining Semester 1 & Semester 2: administrators should send principal-approved recommendations to the Department of Teaching and Learning no later than January 15, 2022.
- **2022-2023 SCHOOL YEAR.**
  - Yearlong and Semester 1: administrators should send principal-approved recommendations to the Department of Teaching and Learning no later than September 15, 2022.
  - Semester 2 only : administrators should send principal-approved recommendations to the Department of Teaching and Learning no later than January 15, 2023.

### **MUST REAPPLY FOR SECOND YEAR OF CLUB**

Approval or denial of proposals will be communicated as soon as possible. The proposals will be approved or denied jointly by the Department of T&L, the Business Office, and Human Resources Offices.

Thank you for your interest in providing Duneland's youth with out-of-classroom experiences. *Approval is contingent upon meeting the terms of the proposal as submitted and availability of funds.*

There are three sections to the proposal:

- Section 1: Completed by the club/team sponsor
- Section 2: Completed by the principal
- Section 3: Completed by Central Office

## **SECTION ONE: COMPLETED BY THE CLUB/TEAM SPONSOR**

*(PLEASE TYPE OR PRINT THE FOLLOWING)*

Date proposal submitted

For which school year?

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Is this proposal a new ECA After School Club **or** a new ECA After School Academic Team?

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Sponsor's Name(s)

School

Phone Ext. & Email

Sponsor's Name(s)	School	Phone Ext. & Email

Name of emerging after school club or academic team:

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**LOCATION:** Where will this emerging club or team take place? Specify school, room, etc.

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### **PARTICIPANTS:**

How many students are projected to participate in this club?

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What grade level or age level student will participate?

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### **MATERIALS, SUPPLIES, EQUIPMENT:**

List all equipment and/or materials that will be required to operate the club?

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If materials are required, how will the materials be funded?

**FEES:**

Is a fee to be assessed to students who participate? Yes  No

If yes, what is the fee per student?

If yes, what will the fee be used for?

What is the date range for the club and/or team?

SCHOOL YEAR \_\_\_\_\_ SEMESTER 1 \_\_\_\_\_ SEMESTER 2 \_\_\_\_\_

GOALS/OBJECTIVES?

RATIONALE: WHY IS THIS CLUB/TEAM NEEDED?

HOW WILL THE SUCCESS OF THE CLUB BE MEASURED?

IS THERE A COMPETITION OR PERFORMANCE PART OF THE EMERGING CLUB OR TEAM?

IF YES, HOW MANY COMPETITIONS OR PERFORMANCES?

USE THIS BOX TO FURTHER DESCRIBE THE EMERGING CLUB OR TEAM YOU ARE PROPOSING.

Using the chart below, indicate the appropriate stipend requested to be associated with this club based on the rubric below:

# of meetings per month	Length of Meetings	Semester Stipend	Semester Stipend w/ Competitions/ Performances	Annual Stipend	Annual Stipend w/ Competitions/ Performances
1	1 hr.	\$200	\$300	\$400	\$600
2	1 hr.	\$300	\$400	\$600	\$800
4	1 hr.	\$400	\$500	\$800	\$1,000

How many meetings will you have per month?

What is the length of each meeting?

Stipend requested?

SCHOOL YEAR \_\_\_\_\_ SEMESTER 1 \_\_\_\_\_ SEMESTER 2 \_\_\_\_\_

Club Sponsor(s) Signature and Date:

Club Sponsor(s) Signature and Date:

**SECTION TWO: COMPLETED BY THE PRINCIPAL**

1. Principal APPROVES  DOES NOT APPROVE  the proposal emerging ECA Club/Team.
  - a. If materials are requested, the principal should identify the funding source for materials.
  
2. The principal is recommending the following stipend
  - a. SCHOOL YEAR \_\_\_\_\_ SEMESTER 1 \_\_\_\_\_ SEMESTER 2 \_\_\_\_\_

Principal's Signature and Date
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*Additional comments:*

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**SECTION THREE: COMPLETED BY CENTRAL OFFICE PERSONNEL**

Routing: \_\_\_\_ T&L \_\_\_\_ Business \_\_\_\_ HR \_\_\_\_ LJ

Name of club or academic team: \_\_\_\_\_

Sponsor's Name(s): \_\_\_\_\_

Approved             T&L             Business             HR  
Not Approved       T&L             Business             HR

Amount Approved:

School Year \_\_\_\_\_ Semester 1 \$ \_\_\_\_\_ Semester 2  
\$ \_\_\_\_\_

Was this stipend prorated? \_\_\_\_\_ If so, how many months \_\_\_\_\_

Final payment amount Semester 1 \$ \_\_\_\_\_ Semester 2 \$ \_\_\_\_\_

Teaching & Learning Signature & Date

Business Signature & Date

Human Resources Signature & Date

Additional comments:

Date on Personnel Report: