

Academic Initiative / Academic Intramural Proposal Form

Note: This program proposal should include salary only. Any related equipment or supplies for these programs should be addressed via individual building 610 & 700 accounts.

Instructions:

1. Complete the following Questions
2. Obtain the approval/signature of the building principal
3. Send the form to the Director of Curriculum
: He/she will record events and forward the form to Central Office (Superintendent).
4. All activities must be approved before beginning the activity.
: Director of Curriculum will inform the building principal once official approval is given
5. If after obtaining approval the activity is not offered, please inform the Director of Curriculum in writing.

School building name: _____

Teacher(s) Involved: (list each individual teacher and their individual hrs. if more than one teacher involved)

Program Title: _____

Detailed Program Description: (provide additional back up via attachments) () check if attachment included

_____ Is this a new initiative/intramural? Yes or No, **if yes see box below **.**

_____ Number of students that participated last year (If new, put 0)

_____ Total # of Hours Activity will require (list total hours of combined staff if more than one)

_____ - _____ Date span for which this activity will occur

_____ Hourly stipend (see teacher contract under "Academic Intramural")

_____ Grand Total for delivery of this program = Total Hrs. x Stipend

_____/_____
Building Principal's Signature / Date

_____/_____
Superintendent's Signature / Date

_____/_____
Curriculum Dir. Initials /Date

(Form Revised 5/8/24)

****If this is a new initiative/intramural, a presentation to the Board will be necessary before consideration.**