Manville School District
• 908.231.8500
1100 Brooks Blvd., Manville, NJ 08835 • www.manvilleschools.org

Manville School District
Co-Curricular Activity Proposal Form

Date Submitted: _____
School: _____
Proposed Club Name: _____
Advisor Name (s):_____

1. Purpose and Description
Describe the purpose of the club, its goals, and what students will gain from participating.

_____
_____
_____

2. Target Student Population
Specify the grade levels or student groups eligible to join.

_____
_____

3. Proposed Activities
List planned club activities, projects, events, or meetings.

_____
_____

4. Meeting Information

- Frequency of Meetings:
- Proposed Meeting Location: _____
- Proposed Meeting Time: _____

5. Membership
- Approximate Initial Members (minimum ___ students):

6. Resources and Budget
Indicate any materials, equipment, or funding needed for club operations.

_____
_____

Proposed Budget: $_____
Will students be responsible for any costs? _____

7. Advisor Responsibilities
The advisor agrees to:

- Supervise all meetings, events, and activities.
- Maintain accurate attendance records.
- Communicate with administration and parents as needed.
- Ensure compliance with all district policies and this SOP.

8. Safety and Compliance
Describe any potential safety concerns and how they will be addressed (e.g., off-campus trips, equipment use).

_____

_____

_____

9. Administrative Review
By signing, you acknowledge that you have reviewed the club proposal, understand the responsibilities of overseeing a club, and will comply with all district policies.

Principal Approval: _____ Date: _____

***Please submit to the Superintendent for approval prior to the club's start date.**

For Administrative Use Only

Superintendent Approval: _____ Date: _____
Proposal Status: ☐ Approved ☐ Revise & Resubmit ☐ Denied
Notes:_____

_____