
Pittsford Schools

Application Form for New Extracurricular Activity

OVERVIEW

An extracurricular activity is defined as a school sponsored endeavor designed to compliment or enrich the curriculum. The student activities program should be an integral part to the educational program and should be related to the needs and interests of students. It should provide students with the opportunity to explore and develop their interests and talents, assist them to develop physically, emotionally, intellectually, and socially, and promote positive attitudes toward work and the use of leisure time. Extracurricular activities should also promote the inclusion of all students in our school community. Forms submitted after the first semester will be processed the next school year.

PROCESS

The attached form is provided in order to allow students and staff members the opportunity to submit a request for the addition of a new extracurricular activity at their school. If approved by the Principal and either the Secondary or Elementary Leadership Team, the activity will be placed on the status of a “Pilot” activity for a minimum of 8 school months.

Pilot activities may meet, advertise on school announcements and generally function like any other official school group with the following important exceptions:

- The advisor will not be paid a stipend.
- There can be no costs to the district incurred for the support of the activity. (Field Trips, materials, consultant/speaker fees, etc.)

Pilot activities must complete the annual end-of-year evaluation as required of all activities. Upon completion of the minimum 8 school months and an end of year evaluation, the pilot activity will be referred to the District Extracurricular Committee for consideration as either an Approved Activity with or without stipend for the advisor. This committee will only make such decisions at the end of each school year. (e.g., Submit by 11/1, evaluated June of same school year. Submit after 11/1, evaluated June of next school year.)

The attached form must be completed and submitted to the school’s Principal in order to be considered for pilot status.

[Click on VIEW and then EDIT to begin entering into form.](#)

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Application Form for New Extracurricular Activity

Click on VIEW and then EDIT to begin entering into form.

**** Forms submitted after the first semester will be processed the next school year.**

Proposed Name of Activity:

Proposed Faculty Advisor:

School Name:

Provide a complete explanation of the objectives of this activity and how it compliments or enriches the educational program of the school.

Is this activity similar to an already existing activity in this same school? y/n

If “yes”, please explain why it is necessary to form a separate activity:

Number of anticipated meetings each year? ___

Will this activity have any special facilities/equipment needs? y/n

If “yes”, please describe those needs.

Will this activity involve fund-raising? y/n

If “yes”, answer the following:

Estimate annual fund-raising goal: _____

What will these funds be used for?

How will you promote inclusion of all students who have an interest in this club to join and participate (including, for example, new students to the school, students with disabilities, students who are learning English, etc.)?

Will this activity have transportation needs? y/n

If “yes”, please describe what the transportation will be needed for, how it will be paid for and how often and over what estimated distances?

Will student participation lead to or require parent involvement? y/n

If “yes”, please describe that involvement:

I declare that I intend to participate in:
Student Signatures: 10 minimum

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Advisor's Signature: _____

FOR PRINCIPAL'S USE ONLY:

Date Received _____

Date Approved By Elementary or Secondary Leadership Team

If approved, forward a copy to Assistant Superintendent for Human Resources.