School District of Springfield Township

Name of Proposed Club/Activity/Sport

Person Presenting the Proposal

Student/Staff Name: _____

Email: _____

Date Submitted: _____

School Sponsored Activities Purpose: Under the guidance and supervision of the LEA staff, designed to provide students motivation and improvement of skills.	These clubs/activities are related to the curriculum. Decision making comes from Administration or Staff. Co-curricular activities supplementing the curriculum.	Included in district budget Leadership/decision making by administration and/or faculty Transportation and costs for all necessary/needed materials and activities are included in district budgets/planning
Student Sponsored Activities Purpose: Students have the opportunity to collaborate and engage in the process of initiation, planning, organizing, and execution to pursue clubs and interests National Connected Group	Decision making comes from the students; student led.	Costs for operation and activities of the club are NOT Included in district budget (advisor is paid - but costs of operation are not) Leadership/decision making by student leadership; Advisor serves as a consultant - not a decision maker Transportation and costs for all necessary/needed materials and activities are incurred by the student group; fund raising completed to meet mission/objectives of the club to enable access to resources and/or transportation.

What kind of club/activity/sport is this?

- ☐ STUDENT RUN
- ☐ DISTRICT RUN

General Description of the Proposed Club/Activity/Sport

Goal(s) of the Proposed Club/Activity/Sport

Rationale for the addition of the Proposed Club/Activity/Sport. (How will this proposed club/activity/sport benefit the students and community?)

List the anticipated needs and resources for the proposed club/activity. (Example: meeting place, materials needed, expenses, etc.)

How often will the proposed club/activity/sport meet/practice? When will this be scheduled?

List the activities and/or events in which students in the proposed club/activity/sport will participate. Attached additional information if needed.

List the number of students who are interested and committed to participating in this club/activity/sport (if applicable).

Has staff member been identified as a coach and/or advisor for this program? Who is this?

All requests must be submitted to building administration by February for consideration for the coming year. Building administrators will review and determine if the club/activity is moving to the next level of review. They will follow up with the applicant to provide updates in March/April.

Signature Date

Building Review:

Is the club/activity/sport replacing another club/activity that is no longer running?

- ☐ YES
- ☐ NO

If Yes, which club/activity/sport? _____

If a sport, has the team been playing for 2 years of intramurals?

☐ YES
☐ NO

Comments: (please include any budget planning/impact, staff / human resources necessary and/or other considerations; also any feedback to applicant on next steps)

☐ Moving project forward
☐ Not ready to move forward; need more information
☐ Not approved

_____

Building Administration Review Approval & Date

Human Resources Review:

If approved, this club/activity would be Category _____

Costs for the Advisor/Coach are projected to be: _____

Comments: (please include any budget planning/impact, staff / human resources necessary and/or other considerations; also any feedback to applicant on next steps)

☐ Moving project forward
☐ Not ready to move forward; need more information
☐ Not approved

_____

Director of Human Resources Review & Date

Fiscal/Resources/Facility Review:

- ☐ **Facility requests/needs are available.**
- ☐ **Resources are identified and have been included in the building budget**
- ☐ **Club/Activity is appropriately categorized**

Comments: (please include any budget planning/impact, staff / human resources necessary and/or other considerations; also any feedback to applicant on next steps)

- ☐ Moving project forward
- ☐ Not ready to move forward; need more information
- ☐ Not approved

_____

Business Manager Review & Date

Program and Curriculum Review:

- ☐ **For district run clubs/activities, the program is budgeted/planned in district operations**
- ☐ **Student Run activities have clear purpose and vision.**

Comments: (please include any budget planning/impact, staff / human resources necessary and/or other considerations; also any feedback to applicant on next steps)

- ☐ Moving project forward
- ☐ Not ready to move forward; need more information
- ☐ Not approved

_____

Assistant Superintendent Review & Date

Superintendent Review:

Final Approval:

- ☐ Approved
- ☐ Not approved

_____

Superintendent Review & Date

Return to Building Administrator upon completion/routing of all review stages.