



Request Form: District Sponsored Clubs and Activities

Thank you for your interest in organizing a district-sponsored club and/or activity for our students. All requests for district sponsored clubs and activities are to be presented to the building principal, in writing, at least one month prior to the planned starting date and then to the Superintendent within two weeks. *Approval for this request is contingent upon funding and staffing and must be submitted on an annual basis.*

Section 1: Completed by the proposed Club/Activity Advisor
Date of request:
Name, address and phone number of person submitting request:
Describe the purpose of the activity:
Grade level(s):
Please describe the intended learning outcomes:
Please explain how the intended learning outcomes contribute to the accomplishment of the District goals.
Please name of the person(s) responsible:

Location of activity:

Please indicate the schedule, number of hours, and total duration of the activity:

Provide an itemization of District resources (staff, facilities, equipment, etc) that will be needed and their estimated cost (See [Facility Use Guidelines and Fees](#)).

Section 2: Advisor/Coach Signatures

Coach/Advisor Signature:

Date:

Coach/Advisor Signature:

Date:

Section 3: Building Principal Approval

By signing this document, I recommend this club/activity be approved by the Superintendent/Deputy Superintendent. *(Note: If the principal does not recommend, do not forward this form to Central Office).*

Signature:

Date:

Section 4: Superintendent/Deputy Superintendent Approval

With my signature, this proposal has been approved for the _____ school year by the Superintendent/Deputy Superintendent.

Signature:

Date:

Reference: [NVPS Board Policy 2430](#)

Section 4: Central Office Use Only

Approved 2026-2027 Budget by District, Building(s), and/or club/activity fundraising: