



Special Programs by Community Volunteers (Non-District-Sponsored) Request Form

Thank you for your interest in organizing a special program (co-curricular and/or extra-curricular activities) for our students. All special program requests are to be presented to the superintendent/deputy superintendent, in writing, at least two weeks prior to the planned starting date.

Section 1: Completed by the proposed Club/Activity Advisor
Date of request:
Name, address and phone number of person submitting request:
Proposed name of club/activity along with a brief description:
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: