



Extracurricular Activity Request E/M/R/S/W

Staff members interested in sponsoring an after-school club, team, or activity must complete two copies of this request form. Both copies will then be sent to the building principal. Upon his/her approval, the copies will be sent to the Superintendent's office for final approval. One copy will be returned to the staff member and one copy will be returned to the staff member and one copy will be kept on file in the Superintendent's office. The sponsoring teacher must be responsible for seeing that the students under his/her supervision leave the building on time. The teacher must also keep accurate records of the child count for each meeting on the Extracurricular Time Sheet.

Types of Activity: _____

Purpose: _____

Planned Events: _____

Frequency of Meetings: _____

Day/Time: _____

Optimum Enrollment: _____

Comments: _____

Date

Teacher

Date

Principal

Date

Superintendent