

Woodland School Extra Curricular Activity Proposal

Please fill out this form and submit to the Custodial Board for review. The Custodial Board will consider each proposal on a case by case basis and will notify the contact person submitting the proposal with the decision upon review. Thank you!

Proposed Extra Curricular Activity: _____

Name(s) of Parent(s) heading up activity: _____

Start Date: _____ **End Date:** _____

Day(s) of week activity will take place: _____

Grades of the students the activity is available to: K 1 2 3 4 5 6 7 8

Approximate number of students: _____

Desired location to host activity: _____

Woodland school staff on site (to be filled out after proposal is accepted):

Staff compensation amount for duration of activity (@ \$30/hour)_____

Please keep in mind, parents heading up the extra curricular activity are responsible for:

- Making sure the space used is cleaned up after the activity each day
- Sending out any communication regarding the activity (all correspondence needs to be passed through the office for review before distributing)
- Bringing needed supplies for the activity each day (due to limited space, no supplies may be left at the school)
- Making sure all participants are Woodland students
- Students involved in the activity stay with the group in designated area
- Collecting compensation to cover staff time
- Making sure all activities are done by 4:45
- Staying until all students from the activity are picked up
- Filling out the Volunteer form in the office a week prior to the start date of the activity