

SJA'S PARENT SCHOOL ORGANIZATION

EXTRACURRICULAR CLUB PROPOSAL

_____ New Request

_____ Renewal Request

All extracurricular club requests should be submitted at least 2 months prior to proposed start date to SJA Attn: PSO President. Club proposals will be reviewed by the PSO President and the SJA Principal or Associate Principal. The programs that meet the objectives of the PSO mission will be presented to the PSO general membership for approval. If the proposal is approved by the PSO general membership, it will be assumed that you will be the club's coordinator (responsible for the club roster, communication, and all activities).

Program Details:

Club Name: _____

Club Description (Please be sure to attach a weekly overview detailing activities planned for each meeting):

Name of Club Coordinator: _____ Phone Number: _____

Coordinator's Experience: _____

Minimum # of Students: _____ Maximum # of Students: _____

Please note: After an approval by PSO & the SJA principal, the Club Coordinator will need to complete and pass the Diocese volunteer requirements. SJA will reimburse background check fees up to \$50.

Program Timing: CIRCLE ONE

Club Session (4-5 week timeframe): Fall Session Winter Session Spring Session

Preferred Meeting Day: Monday Tuesday Wednesday Thursday Friday Saturday

Meeting Location: Teacher's Lounge Gym Outside Fields Community Room Band/Music Room

Meeting Time: Morning (-) After School (-) Evening (-)

Eligible Grades (circle all that apply): K 1 2 3 4 5 6 7 8 All

Explanation of Expenses:

Instructor fee (if not volunteering): _____ Estimated Program Cost: _____

Please note: Attach an itemized list of supplies needed to operate this club.

Submitted by: _____ Date: _____