

Club Sponsor Request Form

By May 1st of each school year staff members interested in submitting a request to sponsor a club must submit this form to their building principal.

By September 15th of each school year, building principals will work collaboratively with their School Leadership Team to review all submitted club sponsorship requests, finalize building club stipend allocations, and share school club stipend allocations and assignments with their staff as a whole.

Clubs will start upon a signed agreement with the club sponsor.

Staff Member(s) Name:	
Name of Club:	
Description of Club:	
Maximum Number of Students Participating Each Session:	
Number of Total Sessions:	
Targeted Grade Levels:	
Preferred Meeting Dates & Times:	
Preferred Location:	
Stipend amounts for each club will be established by: <ul style="list-style-type: none"> • The total number of approved club hours for the entire building. • Dividing the total club stipend allocation amount provided to the school from the district by the total number of approved club hours for the entire building. • Multiplying this number by the total number of approved hours allocated for each individual club. • The approved stipend allocation per club will be divided equitably if multiple staff members are sponsoring a club. 	

Principal's Signature: _____

Teacher's Signature _____ ID Number: _____

\$ AMOUNT:

(for office use)

Principal's Signature: _____

Teacher's Signature _____ **ID Number:** _____