

CROMWELL PUBLIC SCHOOLS

Director of Curriculum & Instruction

Proposal to Create a New Club/Activity - Nov.____, 20____(fill in date)

(Form 1 of 2)

GUIDELINES A

To establish a new club or activity, the following must be accomplished:

1. Teacher seeking to establish a new club/activity for the coming school year must present the proposal to the Board of Education by November 1st of the current school year in order to be budgeted for the following school year.
2. Board of Education must approve the proposal before the club/activity is implemented.
3. Based on the proposal, Board of Education will set the level of the club (see guidelines for clubs/activities in the stipend schedule below).
4. The stipend for the initial year of the club/activity will be **ONE HALF** the stipend agreed on for the club/activity level.
5. Principal must include the stipend amount in the following year's budget request.

Name of Club/Activity:	
Is your proposal attached?	
Proposed Classification (see definitions on next page): <input type="radio"/> Group I <input type="radio"/> Group II <input type="radio"/> Group III <input type="radio"/> Group IV <input type="radio"/> Group V <input type="radio"/> Group VI	
Principal Approval:	Date:
Director of Curriculum & Instruction Approval:	Date:
EAC Approval:	Date:
Superintendent Approval:	Date:

Requested by: _____ Date: _____

Facilitator of Club: _____ Date: _____

CROMWELL PUBLIC SCHOOLS

Director of Curriculum & Instruction

Review a New Club/Activity - May____, 20____(fill in date)

(Form 2 of 2)

GUIDELINES B

1. Based on end of year club/activity documentation and presentation to the Board, the Board of Education may recommend that the club/activity be continued in the second year at the **FULL RATE** set in the stipend schedule.
2. Dates the club/activity started and ended: (Yearly documentation for all existing clubs/activities).
3. Dates the club/activity met with students.
4. Number of students in attendance (Must show average attendance of at least **10** students); and recommendations by the school administration for the following year. (Numbers 2, 3, 4, and 5 are criteria used to determine a club/activity's viability and continuation for the following year).
5. Regularly meet with the Principal for updates/progress. Prepare materials for BOE Presentation at May BOE meeting (presentation should not be longer than 10 minutes).
6. **Principal must meet with the Director of Curriculum & Instruction prior to May 1st to review justification to continue this club and for submission to the Board of Education for approval.**
7. If the BOE agrees to continue the club/activity, the advisor will receive the **FULL STIPEND** agreed upon by a MOA between the BOE and EAC for the club/activity level.
8. Principal must include the stipend amount in the following year's budget request.

Submission Date of Final Documentation (based on information below)	
Final EAC Approval:	Date:
Final Board of Education Approval:	Date:
Director of Human Resource's Signature:	Date:
Director of Curriculum & Instruction Approval:	Date:
Superintendent's Signature:	Date:
Start Date of NEW Club/Activity:	Date:

Classification Definitions: CLUBS

The number of hours for each group is a combination of meeting times with students as well as planning and administrative responsibilities.

Level	Minimum Hours	Stipend
Group I	150 Hours	Please see current contract amount
Group II	130 Hours	Please see current contract amount
Group III	85 Hours	Please see current contract amount
Group IV	65 Hours	Please see current contract amount
Group V	45 Hours	Please see current contract amount
Group VI	30 Hours	Please see current contract amount