

PROCESS FOR ESTABLISHING EXTRA-CURRICULAR CLUB, EVENT OR ACTIVITY AT RVCS

Any member of the Ridge and Valley Charter School—student, parent, staff—can request to establish an Extra-Curricular Club, Event or Activity. If a student applies, an adult must agree to sponsor and/or chaperone the club or event.

All proposals will be reviewed within one week of the application being received. For a successful application, the proposal must meet all of the following requirements:

REQUIREMENTS FOR EXTRA-CURRICULAR CLUB, EVENT OR ACTIVITY

1. Extra-Curricular Club, Event or Activity must be in alignment with the RVCS mission.
2. Two adults must be with children at all times.
3. At least one adult must have completed Volunteer Training.
4. There can be no charge for the Extra-Curricular Club, Event or Activity except to support the reimbursement of supplies and refreshments used during the Club, Event or Activity.
5. All students who stay after school hours must be engaged in the Extra-Curricular Club, Event or Activity. If the student chooses not to participate, he or she will be asked to remove themselves as a member of the club.
6. Club, Event or Activity organizers may choose to include non-participating siblings. If so, they must provide active supervision for non-participating children.
7. School equipment (shovels, drums, audio-visual equipment) must be used with care and supervised by a qualified operator.
8. Club, Event or Activity must provide its own consumable supplies (paper, paint, material, etc).
9. Extra-Curricular Club, Event or Activity may target specific audience. (Young children, ages 5-7, or adults only, for example.) However, we encourage inclusiveness in all events as much as possible. Club, Event or Activity may specify a maximum number of participants.
10. Safety must be the utmost priority of all involved in the Club, Event or Activity at all times.
11. Space setup is the responsibility of the Club, Event or Activity participants/organizers. Space must be restored to original condition at the end of the Club, Event or Activity.
12. Publicity is the responsibility of the Club, Event or Activity organizers. Approved Club, Event or Activity can be publicized in RVCS newsletter; organizers must provide info to newsletter (deadline is 5 p.m. Wednesdays).
13. Any sign-up process is the responsibility of the organizers, including permission slip management.

All students staying after school hours must have a signed permission slip that specifies the pick-up time and who will pick up the student. Club, Event or Activity organizer must present a list of participants and the signed permission slips to the RVCS office prior to the Club, Event or Activity.

Please fill out the other side of this form and submit to Nanci Dvorsky, Administrative Coordinator. Please allow enough lead-time to accommodate approval process and publicity/sign-up process.

REQUEST FOR EXTRA-CURRICULAR CLUB, EVENT OR ACTIVITY

Extra-Curricular Club, Event or Activity Name:

Frequency of Club, Event or Activity: _____ Weekly _____ Monthly _____ Other

Brief Description of Club, Event or Activity:

RVCS space/facility requested:

RVCS equipment requested:

Dates and Time desired:

Cost to participants: \$ _____

If there is a cost, please specify supplies/refreshments:

Sponsoring RVCS community member(s); please provide name and phone number:

_____ (_____) _____ circle one: student,
parent/guardian, staff

_____ (_____) _____ circle one: student,
parent/guardian, staff

_____ (_____) _____ circle one: student,
parent/guardian, staff

Has at least one adult been through RVCS Volunteer Training? _____ Yes _____ No

Name of trained adult _____

Name of any outside guest speakers, teachers, etc.

Please attach guests' resume or brochure.

Narrative: Please add a sheet of paper with a narrative if you would like to explain further the Club, Event or Activity.

Applicant Sign here: _____

Date of Application: _____

***** For office use only. Do not write below this line *****

_____ **we request more information before making a decision. Please answer the following questions:**

_____ **Application approved as is.**

_____ **Application approved with the following changes.**

_____ **Application denied, for the following reasons (optional).**

Signed: Nanci Dvorsky, Administrative Coordinator

Signed: Kerry Barnett, Trustee
