

COTTONWOOD CLASSICAL PREPARATORY SCHOOL

REQUEST FOR ON-CAMPUS ACTIVITY / CLUB

Submit three weeks prior to start of activity / club

Date: _____ Your Name: _____ Your Grade (students-only): _____

Name of Activity: _____

Teacher / Sponsor: _____ Meeting Room: _____

Grade Level of Attendees: _____ Anticipated Number of Students Attending: _____

Meeting Day(s): _____ Meeting Time(s): _____

Teacher / Sponsor expectations:

I agree to be at activity / club meetings as the adult sponsor, and will be involved with any decisions that affect the school community, including potential charitable events, community events, fundraisers, or other related activities. I will assist the student leader(s) with planning and following school procedures for these and other related activities.

Teacher / Sponsor (print name & signature): _____

Description of activity for website: _____

ANTICIPATE FUNDRAISING? YES NO NOT SURE

ANTICIPATE MATERIALS FUNDING? YES NO NOT SURE (*Contact PTO or Student Government*)

I certify that this activity is not promoted by a commercial interest for profit and that no sponsor or student is receiving any form of compensation, payment, or reward from any outside interest, firm, or organization.

Student Signature (print name & signature): _____ Date: _____

Approved by Activities Director (signature): _____ Date: _____

Please complete the following after receiving activity / club approval at least one week prior to start of activity (Activities / Athletic Director must initial when tasks are completed):

- _____ Provide an announcement (2-3 sentences) that can be placed into the daily morning newsletter that summarizes the above information, including: meeting day, time, and room; who can participate; description of club that engages students to attend.
- _____ Provide a picture that can be placed on the website that represents this activity / club appropriately and accurately.
- _____ Submit a facilities request.

Submit this information to the Activities / Athletic Director via email. Any potential fundraising requires filling out a Fundraising Request form. Please return copy of completed form to the Activities / Athletic Director and keep original for your records.

Thank-you!