

NEW CLUB PROPOSAL

All new club requests should be submitted at least 4 months prior to proposed start to Jenni DiMaio (PTO Clubs Coordinator). Club approval will depend on PTO President and VFE Principal as well as facility availability. If approved, it will be assumed that you will be the clubs coordinator (responsible for the club roster and all club communication).

Submitted by: _____

Club name: _____

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

Name of club instructor: _____

Qualifications: _____

CIRCLE ONE:

Club start: Fall club (October) Winter club (January) Spring club (March)

Preferred meeting day: Monday Tuesday Wednesday Thursday Friday

Meeting location: Science room, Gym, Large Group Room, Outside fields

Eligible Grades (circle one): K 1 2 3 4 All

Explanation of Expenses: **What will it cost to get this club started and how much (if any) to keep it running?**

Standard club fees: \$60 per student for 6 weeks (meeting once each week). There is a \$5 PTO fee per child. The amount due to the instructor is \$55 per child. The club maximum is 20 children.

Please note: After approval by PTO & VFE principal, you will need to submit a criminal history report as well as a child abuse clearance report. We will provide you with the forms, but you are responsible for the processing fees (\$10 each).