

PLEASANT VALLEY SCHOOL DISTRICT
Brodheads ville, Pennsylvania
2020-2021
CLUB/ACTIVITY ADVISOR APPLICATION
(To be forwarded to Building Principal)

This application, is submitted by _____, for the position of club/activity advisor for
(Name of Applicant)
_____. The club/activity will run from _____ to _____ .
(Club/Activity) (Date) (Date)

As per the supplemental contract, any club/activity must have a minimum of 10 students to take place. Any club not on the supplemental contract cannot exceed \$500.00 and must maintain 10 participants. Sincere and active leadership must be provided to the club/activity for the duration of its activities. Payment will only occur after proper paperwork is submitted at the conclusion of the club/activity.

BUILDING: _____ **FACILITIES TO BE UTILIZED:** _____

EQUIPMENT TO BE USED: _____

DAY(S): _____ **TIME:** _____ **MINIMUM # PARTICIPANTS:** _____

DATE OF APPLICATION SUBMISSION: _____

ADVISORS

Please list the advisors that will be present during the club/activity.

(Print Name) (Print Name) (Print Name) (Print Name)

PAYMENT DISTRIBUTION

Please indicate below how payment should be distributed. If stipend should be distributed to just the advisor, please sign (full stipend for one advisor). If the stipend should be split amongst co-advisors all co-advisors receiving payment should sign (split stipend for co-advisors).

Full stipend for one advisor _____
(Advisor Signature) (Date)

Split stipend for co-advisors _____
(Co-Advisor Signature) (Co-Advisor Signature)

Co-Advisor Signature Co-Advisor Signature Date

Approval: (Please sign & date)

1. _____
Building Principal Date
2. _____
Director of Athletics and Activities Date
3. _____
Assistant Superintendent/Assistant to the Superintendent Date

Approval of the Board of Education: _____
(Date)

At the conclusion of your club/activity, this form and its attachments (the club/activity participation report and attendance record), must be completed and forwarded to the Director of Athletics and Activities.

OFFICE USE ONLY

Stipend approved for this activity: \$ _____

PAYMENT AUTHORIZATION:

Director of Athletics and Activities

Date

Assistant Superintendent/Assistant to the Superintendent

Date

CLUB/ACTIVITY PROCEDURES

1. The club/activity advisor will complete an application and submit it to the building principal at least three (3) weeks prior to beginning the activity.
2. The building principal and the Director of Athletics and Activities will indicate approval by signing the application and forwarding it to the Assistant Superintendent/Assistant to the Superintendent.
3. The roster for the club/activity must include ten (10) or more participants in order to receive payment as indicated on the supplemental contract.
4. Once the club/activity has been completed, the advisor must submit:
 - a. Participation report
 - b. Attendance report (roster, dates activities / meetings held, attendance on those dates)
 - c. The original application (kept in the athletics and activities office) with payment authorization signed by the Director of Athletics and Activities.
5. These items are then sent to the Assistant Superintendent/Assistant to the Superintendent for final approval.
6. The Assistant Superintendent/Assistant to the Superintendent will submit to the Business Office for payment.



Pleasant Valley School District
CLUB/ACTIVITY PARTICIPATION REPORT



Date Submitted _____

In order to develop a district-wide participation report, please complete this form and submit with application form for payment at the conclusion of the activity to the Director of Athletics and Activities. Indicate any part of the program that was carried out jointly with other instructors and be sure to keep accurate attendance records during the season.

School: _____

Advisor: _____

Date: _____

Activity: _____

Time of Day: _____

Season: _____

Other Instructors:

Participants

Boys _____

Girls _____

TOTAL # _____



COMMENTS:



Pleasant Valley School District



CLUB/ACTIVITY STUDENT APPLICATION & PARENT/GUARDIAN CONSENT

Student Name: _____ Grade: _____
(Please Print)

I hereby make application to participate in _____
(Club/Activity)
on _____
(Day(s) of the Week)

Student Signature

Date

Parent/Guardian consent is required for student to participate in the above-named activity.

I agree to permit my _____, _____
Son/Daughter/Ward Student/Applicant Full Name

to participate in _____ on _____
(Intramural Activity) (Day/s of the Week)

I recognize that hazards may be encountered and neither the school nor any school authority will be held responsible in case of personal injury.

Date: _____ Parent/Guardian Signature: _____

Telephone Numbers:

(HOME) (CELL) (WORK)

Parent/Guardian, please **initial** one of the following:

_____ I have already purchased school insurance for my child this school year.

_____ I have other insurance coverage as indicated below:

Name of Insurance Carrier _____

Policy/Agreement Number _____

