

**UNION-ENDICOTT CENTRAL SCHOOL DISTRICT
Personnel Office**

REQUEST/REPORT – EXTRA CURRICULAR ACTIVITY

This form must be completed by the advisor and returned to building principals

- New Extra-Curricular Activity
(application must be filed prior to November 15 of the year before the activity commences)
- Continuing Extra-Curricular Activity
(report must be filed by June 1 each year)

PROJECTED FOR NEXT SCHOOL YEAR

Activity: _____ Advisor: _____

Number of meetings: _____ Time of meetings: _____

Meeting Place: _____

Number of Participants Last Year: _____ Estimated Number of Participants: _____

Activities will be primarily: social/recreational educational

Describe the need that exists for the extra curricular activity: _____

Explain how the extra curricular activity will satisfy an existing need: _____

Specific goals of the activity: _____

Is the activity within the teacher's certification area or within the teacher's expertise based on formal training? YES NO

This activity requires a budget: YES NO If yes, explain: _____

Is there any travel requirement? YES NO
If yes, have transportation requests been budgeted? YES NO

If students will not be traveling on school buses, how will they be transported? _____

IMPORTANT: Please attach a summary of meetings for the last year, listing dates and number of pupils in attendance.