

## SCHOOL DISTRICT OF WAUPACA

### New Student Activity - Administrative Guideline

The School District of Waupaca recognizes and values the benefits that clubs, athletics and extra-curricular activities provide for our students. Students, staff and **community members** are encouraged to bring forward proposals for new activities that fill a need within our district.

As we look to add opportunities to engage all students in activities outside of the classroom (**K-12**), we also recognize the need for each program to be evaluated before adoption and throughout its existence as an activity. In an effort to be responsible and effective with our resources, the following steps will be required when onboarding a proposed new extra-curricular activity.

1. A proposal will be prepared and submitted to the Activities Director. Information in this proposal should include...(see Activity Proposal Form that will need to be completed)
  - a. Explanation of the program's purpose and goals
  - b. Explanation of how students will benefit from their involvement in the program
  - c. Advisor to the program
  - d. Estimated startup cost and annual expenses for the program
  - e. Estimated equipment and resources necessary for the activity
  - f. Estimated first year interest in the program
  - g. Ages of students who this program will be open to
  - h. Explanation of how the program would be evaluated (in years 1, 3, and 5)
    - i. More program evaluation specifics listed in section 7 of this document.
  - i. Clarify if this program will have a competition element, or may require travel in year one or subsequent years.

\*\*\*Proposals need to be presented to the Activities Director and building principal no later than **March 1st** for any activity wishing to start the following school year. This provides appropriate planning opportunities for all involved.

2. Once the proposal is supported by the Activities Director and building principal, a meeting will be held between the Activities Director, building principal, and District Office Core Team to determine the feasibility of the additional co-curricular. This meeting will be held within 30 days of the proposal being presented to the Activities Director and building principal.

3. If the proposal is approved by the District Office Core Team, it will be recommended for placement on a student council meeting agenda where the interested students/advisor will present the proposal to the appropriate student council (Middle School/High School). The Student Council will discuss and vote to accept or deny the request.

4. If the proposal is approved by the student council, the program will be brought before the School Board for consideration for approval for a one year probationary period. It is understood that the probationary period is the experimental time that adds no cost to the District, and that the activity is volunteer and if funds are necessary, come from an outside source. At the end of that probationary period, the program will be evaluated. The evaluation of the program will be completed by the Activities Director, advisor, and building principal. The evaluation of the program will be presented to the Student Council who will vote to request continuation of the activity or not. As stated above, advisors will not be compensated during the probationary period.

5. The Activities Director or building principal will have the authority to override a student council vote if it is in best interest of the students and the district.

6. If the student council votes to request the continuation of the activity, and the Activities Director and building principal do not override the student council vote, the activity will be presented to the District Office Core Team for consideration to be added to an upcoming Board meeting. For all summer, fall, and winter activities, continuation requests must be brought to the District Office Core Team by no later than March 1. For spring activities, continuation requests must be brought to the District Office Core Team by May 15.

7. Board decisions will vote to determine the details of the activity moving forward. The following are possible decision outcomes:
- a. Approve club or activity, but with no District paid advisor and no District funded budget;
  - b. Approve club or activity, but with no District paid advisor, however with a District funded budget;
  - c. Approve club or activity, with a District paid advisor and no District funded budget;
  - d. Approve club or activity, with a District paid advisor and a District funded budget;
  - e. Not approved as a club or activity.
8. The evaluation of the activity will include (at a minimum) the following information:
- a. What is the attendance rate of each of the participants as well as overall attendance rate?
  - b. How is the group and the scheduling of the activity working to provide the participating students the opportunity to achieve the group's purpose and goals?
  - c. How is the advisor able to fulfill the roles and responsibilities needed to develop and implement the program?
  - d. Decide in advance of any reporting, what will be evaluated, who will be doing the evaluating, and when the program will be evaluated.
  - e. Devise checklists, forms, etc. which make it easy for people to keep track of data related to criteria and standards that will be considered as evidence on which to base a rating.
  - f. How is the information about the program, and its participating students, being communicated to those who need, want, and/or should have the information?

CREATED: 01-08-19  
REVISED: 10-30-19, 6-9-20

CROSS REFERENCE: Policy 370 Athletics and Co-Curricular Activities Philosophy  
Policy 374.1 Crowdfunding  
Policy 374.1-R1 Crowdfunding Project Approval Form  
Policy 374 Student Fundraising Activities  
Policy 662.1 Student Activity Funds Management  
Policy 376.1 Number of Coaches Per Intramural Program  
Policy 377.2 Number of Coaches/Interscholastic Program

ACTIVITY PROPOSAL

Name of the Activity \_\_\_\_\_ Date of Request \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Activity Type:     Club     Competition     Artistic Activity     Intramural Sport     Other

Season Timeline: \_\_\_\_\_ Date it Begins \_\_\_\_\_ Date it Ends \_\_\_\_\_

Intent of this Activity Request:     No Salary or Annual District Budget (only needs Principal approval)  
   Salary or Annual District Budget (requires 1 year trial, followed by evaluation)

Frequency of Activity, Practices, Meetings, and Competitions: \_\_\_\_\_

Number of Participants \_\_\_\_\_ Minimum Number \_\_\_\_\_ Maximum Number \_\_\_\_\_

Advisor to Participant Ratio \_\_\_\_\_

Activity Mission and Description: \_\_\_\_\_

Rationale for Adding New Activity: \_\_\_\_\_

Travel Required?     Yes     No  
(If travel is required, what is the number of events outside of the District \_\_\_\_\_)  
(What are the location(s) of the events held outside of the District? \_\_\_\_\_)

Meeting Schedule Dates: \_\_\_\_\_ Meeting Beginning Time \_\_\_\_\_ Meeting End Time \_\_\_\_\_

Meeting Location(s) \_\_\_\_\_

Please describe the Advisor's goals with the group, and how s/he will achieve these goals: \_\_\_\_\_

Please describe the meeting requirements (what does the typical practice look like?): \_\_\_\_\_

Facility Requirements: \_\_\_\_\_

Please describe any possible safety risks? \_\_\_\_\_

Number of additional helpers or advisors \_\_\_\_\_ If so, who: \_\_\_\_\_

Cost Requirements:

- Uniforms Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Equipment Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Supplies Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Paid Advisor Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Transportation Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Rental Fees Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_
- Awards Specify: \_\_\_\_\_ Budget: \_\_\_\_\_ Source: \_\_\_\_\_

District Budget Allocation: \$ \_\_\_\_\_ Donations: \$ \_\_\_\_\_ Grants: \$ \_\_\_\_\_

Fundraising: \$ \_\_\_\_\_ Booster Club Contributions: \$ \_\_\_\_\_ Spectator Admission: \$ \_\_\_\_\_

How much money will students need to spend for personal equipment to participate in practices, meetings, and/or contests?

\_\_\_\_\_

Do you plan on charging a pay to participate fee?  Yes  No If yes, how much? \_\_\_\_\_

Title IX – This activity is intended to be:  Boys  Girls  Co-ed

What is the long term funding plan? \_\_\_\_\_

\_\_\_\_\_

**APPROVAL:**

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School Board: \_\_\_\_\_ Date: \_\_\_\_\_

CREATED: 103019

REVISED: 103119

REVIEWED: