






Independent School District 152

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Administrative Procedure 510.2

Appendix D – Request for New Extracurricular Activity

The Coach/Advisor will submit this form to the Activities Director. All requests will be considered by the Activities Director and viable requests will be presented to the Activities Council for recommended approval. All positions must be approved by the school board.

Name of Employee requesting change:		
Name of Extracurricular position:		
Brief Description of Request/Recommendation		
Provide the rationale for this request, including relevant background information and description of increased time or responsibility resulting in this request. Provide additional documentation available with this request.		
Please provide salary comparison or other data, including other comparable districts, if available. Provide additional documentation available with this request.		
What impact will the proposed changes have on students?		
Comments from the building principal:		
Comments from the Activities Director:		
Requestor/Advisor Signature:		Date:
Principal Signature:		Date
Activities Director		Date
Reviewed by the Activities council		Date

For office use:

Budget Information:

Proposed Advisor Cost/Placement: _____

Is the proposal within current budget constraints? Yes _____ No _____

If yes, what budget _____

If no, how will the request be funded? _____