

Monarch Academy Public Charter School

An Anne Arundel County Public Charter School

www.monarchcharter.org

6730 Baymeadow Drive, Glen Burnie, MD 21060-6412 · Telephone: 410.760.2072 · Fax: 410.760.1321

Extracurricular Group/Club Proposal Form

School Year 2011 – 2012

Monarch Academy Public Charter School is accepting proposals for extracurricular groups/clubs for the first semester of SY2011-2012. To submit a proposal, complete this form and return to Monarch Academy by mail, fax, or by emailing a completed copy of the form to Nikki Owens, Program Coordinator, at owensn@monarchcharter.org by Wednesday, September 14, 2011. Successful proposals will be confirmed no later than Friday, September 16, 2011. Groups/clubs will begin with students the first week of October.

Responsibility: Adult members and/or friends of the Monarch Community may submit a proposal to run an extracurricular group/club at Monarch Academy with Monarch Academy students, on school premises. This is done with the understanding that groups/clubs will be run by volunteers, not staffed by school employees, and that the resources and materials required to run the group/club, beyond physical space and reusable supplies, will be provided by the club's facilitator(s). All adults working with Monarch Academy students are subject to a background check, to be eligible to work with students without immediate staff supervision.

(Please Print or Type)

PART ONE: Name of Applicant

Name of Group/Club Organizer:	Date Submitting Form:
Email Address:	Phone Number:

PART TWO: Name and Activities of Club

Name of Group/Club:
Activities of Group/Club:

PART THREE: Schedule of Club Meetings

<p>Facilitators should expect to begin programming with students right after dismissal. DISMISSAL: Mon., Tue., Thur. - 3:15pm, Wed. - 1:15pm NO VOLUNTEER AFTERSCHOOL PROGRAMS WILL BE HELD ON FRIDAYS.</p> <p>Club meetings should plan to end by 4:45pm, so that all students are released to their parent/guardians/afterschool care by 5:00pm.</p>
What day(s) of the week would you like to hold club meetings? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
What date would you like the club to start meeting on?
What date would you like the club to end meeting on?

Date received _____

Received by _____

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PART FOUR: Resources and Materials

<p>What kind of location and space are needed for this club's meetings? (room size, tables, chairs, sink, etc.)</p> <p>What materials will you provide to run this club?</p> <p>What additional resources are needed? (projector, internet, copies, etc.)</p> <p>If there are costs required to run this club, what are they? (consumable materials, memberships, rentals, resources, etc.)</p> <p>How do you propose covering those costs? (registration fee, PTA, fundraising, etc.)</p>
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PART FIVE: Adult to Student Ratio

Maximum number of students:	Age group of participants:	Number of adult facilitators:
Please list the names of any additional adults supporting the club?		
Name 2:		
Email Address:	Phone Number:	
Name 3:		
Email Address:	Phone Number:	
Have you been in contact with the Parent Volunteer Coordinator?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Would you like to request additional adult volunteers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
How many?		

Thank you for your proposal.

Date received _____

Received by _____