



**FLT**  
**Club Request Form**  
*(Send to Director of Student Activities)*

**Name of Club** \_\_\_\_\_ **School Year** \_\_\_\_\_

**Advisor** \_\_\_\_\_

**Staff Member**  Yes  No **Volunteer?**  Yes  No

**Building** \_\_\_\_\_

**Purpose/Goal** \_\_\_\_\_

**Target Students** \_\_\_\_\_

**Meeting Dates / Times** \_\_\_\_\_

**Activities** \_\_\_\_\_

**Fundraisers** \_\_\_\_\_

- **The “advisor stipend is the total of the student fees collected per activity, including benefits, not to exceed the compensation.” Details can be found in Article 10, VI-B and the statement is located at the bottom of page 19 in the Master Agreement.**
- **The Advisor will get paid at the end of the school year based on the amount of fees collected.**
- **If the Advisor is a volunteer, there is no student fee collected; if the Advisor gets paid, students will be assessed the Board approved fee which will determine the amount of compensation the advisor receives.**
- **Advisor to provide roster to appointed person at building to enter roster within 2 weeks of Board Approval.**
- **Pay to Participate club fee, as designated by the Board of Education, should be collected by the designated Secretary in your building.**

**Advisor Information: Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

- **Non-Staff members will be given BCI/FBI background check at their expense.**
- **Approval is for the designated school year only.**

**Principal Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**FLT Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director of Student Activities** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board of Education Approval** \_\_\_\_\_ **Date** \_\_\_\_\_