



parent • teacher
organization

AFTER SCHOOL CLUBS
PROPOSAL FORM

Thank you for your interest in running an After School Club (3.15-4.15pm) during 2018! Please complete this form and send it to riverside.afterschoolclubs@gmail.com

A. Club Name	
B. Club Focus: what is the overall purpose of the club? What new skills will the children develop and what activities will they get involved with.	
C. Who will oversee the club?	
Lead Person:	
Position at Riverside:	
D. Club Participants	
What Grade is this club aimed at?	
Maximum group size	
Minimum group size	
E. Which day(s) of the week would the club take place? If you are planning a club which is aimed at a couple of age groups eg K-1, Grades 2-3, Grades 4-5 please indicate which days of the week each grouping would take place.	



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F. Where will the club take place? What kind of classroom space is needed?	
G. What kind of materials will you need to run the club?	
H. Budget: what instructor fees, material costs will this club incur?	
I. What parent volunteer involvement will you require? (A minimum of two adults need to be present at all sessions for tracking attendance and overseeing student movement through the school before and after clubs.)	
J. Student Participant responsibilities:	
Attire/equipment:	
Pre-requisites:	

Any questions please contact riverside.afterschoolclubs@gmail.com