



Application for Student-Initiated & Led Organization

Under District Policy IGDA-Student Activities and Organizations
To be completed by a student or students of the sponsoring secondary school

School: _____

Application Date: _____

Name of Proposed Organization: _____

Name of the student contact for the Organization: _____

Email address: _____

Proposed Employee Monitor: _____

Proposed Meeting Day(s) & Time(s): _____

(Note: Must meet during "non-instructional" time only. The period of time when lunch periods overlap with instructional periods is considered to be instructional time)

Proposed Meeting Location: _____

Please describe the purpose of the organization:

Student Acknowledgements – As the student(s) submitting this Application I/we acknowledge and agree to the following:

- Membership in this organization will be voluntary and open to but limited to students currently enrolled in my/our school.
- Meetings of this organization that are conducted on school premises will not be directed, conducted, controlled or regularly attended by non-school persons.
- Information about the organization and notices of meetings will only be posted on the school website and on bulletin boards and/or wall space designated by the principal, and postings shall be on District-approved forms only.
- In conducting any activities, I/we may distribute notices and flyers and engage in other communications as authorized in accordance with governing law and District policies/regulations, including but not limited to District Policies KHB (District Revenue Through Advertising) and KHC (Distribution/Posting of Non-District Communications), and I/we may identify ourselves as students from our school but will not represent that I/we are sponsored, supervised or controlled by the District or my/our school.
- I/We will not engage in any activity that is contrary to law, District policies/regulations or school rules; that disrupts or clearly threatens to disrupt the orderly operation of the District or school; or that would adversely affect the health, safety or welfare of any student or District employee.

Printed name(s) and signatures of student(s) submitting this Application (attach a separate sheet if necessary):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Employee Monitor Acknowledgements:

As Monitor of this Student-Initiated and Led Organization, I acknowledge and agree to the following:

- I have read the Student Acknowledgments above and will ensure that the student-initiated and led organization adheres to them.
- I will serve as a monitor for purposes of general supervision at the Student-Initiated and Led Organization's meetings held at the school.
- If the student-initiated and led organization's meetings are religious in nature, I will be present in a non-participatory capacity only.
- I will not direct, conduct or control the meetings or activities of the student-initiated and led organization.

Proposed Employee Monitor- **Sign AND Print Name**

_____ Date: _____

Principal Review:

- Recommend Approval Recommend Approval with Changes Recommend Denying

Recommended changes (e.g. meeting location, days and/or times) or reason for denial:

Principal's Signature: _____ Date: _____

- *Regardless of your recommendation, forward this Application to Risk Management.*

Risk Management Review:

- Request complies with District Policy Request does not comply with District Policy

Comments, including where request is not compliant with District Policy:

Director of Records & Risk Management's Signature: _____ Date: _____

Assistant Superintendent Decision:

- Approve as originally proposed Approve with required changes Denied

Requirements, reason for denial or other comments:

Assistant Superintendent's Signature: _____ Date: _____