



Camas Valley Public Schools

Extra-Curricular Activity Request



This form is to be completed and submitted to the school activity coordinator five (5) working days prior to the event. Activities that require the scheduling of transportation, meals, lodging, substitute teachers, or parent assistance must be submitted seven (7) working days prior to the event. Requests that require Board approval must be submitted five (5) working days prior to the next scheduled Board meeting.

Submitted By: _____ Position: _____

Today's Date: _____ Type of Activity: _____

Location of Activity: _____ Date of Activity: _____

Staff Involvement: _____

Other Adult Involvement: _____

Student Involvement: _____

Purpose: _____

Student Body Account Name: _____ Total Cost to Class: _____

Requirements and/or Applicant Requests:

Transportation: _____ (Vehicle)

Departure Time: _____

Return Time: _____

Facility (Gym, Cafeteria, Field, etc.): _____

Boiler (Yes or No): _____

Department Initials

Equipment and Supplies (Extension cord, Speakers, Mikes, CD player, Chairs, Tables, Tarps, Garbage can, Broom, Mop, Bucket, Cleaning supplies, etc.):

Cleanup (Responsible Parties): _____

Other comments: _____

Approval: Class Advisor: _____

Date: _____

Approval: Athletic Director: _____

Date: _____

Approval: Superintendent/Principal: _____

Date: _____