

EXTRA-CURRICULAR ACTIVITY APPROVAL FORM

Otselic Valley Central School

PART I: This must be completed prior to making any arrangements.

Class or Organization Sponsoring Activity _____

Date of Activity _____ Time (Hours) of Activity _____

Nature of Activity _____

Administrative Approval _____ Date _____

PART II: After completion of Part I, this part must be completed.

Chaperone List:

AED Certified Person: _____

Faculty: 1. _____

2. _____

3. _____

Chaperones: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Deputy: _____

PART III: When Parts I & II are complete, obtain the following signatures:

Class or Organization Advisor _____ Date _____

Cafeteria Manager _____ Date _____

Buildings & Grounds Supervisor _____ Date _____

PART IV: Present this completed form to the District Office at least one week prior to the date of the activity.

(Completed contracts must be attached)

Final Administrative Approval _____ Date _____

Date Present to High School office _____ Received By _____

cc: Buildings & Grounds Supervisor, Cafeteria Supervisor