

## Academic Initiative / Academic Intramural Proposal Form

Note: This program proposal should include salary only. Any related equipment or supplies for these programs should be addressed via individual building 610 & 700 accounts.

Instructions:

1. Complete the following Questions
2. Obtain the approval/signature of the building principal
3. Send the form to the Director of Curriculum  
: He/she will record events and forward the form to Central Office (Superintendent).
4. All activities must be approved before beginning the activity.  
: Director of Curriculum will inform the building principal once official approval is given
5. If after obtaining approval the activity is not offered, please inform the Director of Curriculum in writing.

**School building name:** \_\_\_\_\_

**Teacher(s) Involved:** (list each individual teacher and their individual hrs. if more than one teacher involved)

\_\_\_\_\_  
\_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Program Description:** (feel free to provide addition back up via attachments) ( ) check if attachment included

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Total # of Hours Activity will require** (list total hours of combined staff if more than one)

\_\_\_\_\_ - \_\_\_\_\_ **Date span for which this activity will occur**

\_\_\_\_\_ **Hourly stipend** (see teacher contract under "Academic Intramural")

\_\_\_\_\_ **Grand Total for delivery of this program = Total Hrs. x Stipend**

\_\_\_\_\_/\_\_\_\_\_  
**Building Principal's Signature / Date**

\_\_\_\_\_/\_\_\_\_\_  
**Superintendent's Signature / Date**

\_\_\_\_\_/\_\_\_\_\_  
**Curriculum Dir. Initials /Date**