



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | www.asd103.org

Procedure No. 2150-P
Instruction

CO-CURRICULAR PROGRAM PROCEDURES

The co-curricular program as defined consists of:

Activities that are curriculum-related and have been approved as part of the associated student body program; and

Curriculum-related activities that are not part of the associated student body program and which satisfy the conditions and criteria established in Policy #2150.

Activities which operate as an approved associated student body program must have met all conditions as specified in the ASB Constitution. The school principal shall be responsible for assigning a staff member(s) to supervise all such approved programs.

When an activity does not satisfy the ASB program conditions or ASB status would not be necessary or beneficial, interested students and a proposed staff member-sponsor may seek approval and recognition as a curriculum-related activity from the school principal. Each approved group shall operate under the guidelines set forth by the principal, including, but not limited to, objectives, membership, supervision, proposed activities, and funding.

In order to be curriculum-related an activity must meet at least one of the following criteria:

The subject matter of the activity is actually taught or will soon be taught in a regularly offered course;

The subject matter of the activity concerns the body of courses as a whole;

Participation in the activity is required for a particular course; or

Participation in the activity results in academic credit.

Recognized curriculum-related groups shall have use of school facilities and equipment under terms set forth by the school principal. Groups that are not recognized as part of the co-curricular program may apply for use of school facilities under conditions set forth in Policy #4260 Use of School Facilities.

GUIDE FOR THE ADDITION OF ASB ACTIVITIES

The following steps establish a guide to assist in the addition of an ASB activity. The steps below should be complete by March 15 of the school year preceding desired implementation.

Step	Description	Submit To	Action
1	Develop a detailed proposal to include: Name of the activity Goals and objectives Target participants Data to support student interest Proposed meeting schedule Types of activities to be offered Duration of the activity Travel requirements, if any Operating principles Budget (expenditures & revenues) Fundraising events Duration of the activity Job description of the advisor	Principal	The principal provides a risk management review. If necessary, the proposal may be returned to the sender for revision to meet risk management requirements.
2	Proposal above with revisions as appropriate.	ASB	ASB reviews the proposal for alignment with the ASB constitution.
3	Prepare detailed budget plan to include: Planned expenditures Type and schedule of fundraising Other revenue sources (including ASB commitment if applicable)	Director of Finance	Budget plan may be approved or returned for additional information.
4	Determine advisor's stipend amount	Co-Curricular bargaining representatives	The Director of Personnel & Operations and bargaining representatives determine the advisor's stipend for the proposed activity.
5	District budget decision is made	Superintendent	The superintendent approves or disapproves of the budget plan. The superintendent may return the proposal for additional revision so that the budget plan fits within the district budget for co-curricular programs.
6	Proposal is presented to the school board	Superintendent	The superintendent recommends inclusion of the activity in the following year's ASB offerings.

Adoption Date: 9/9/04
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