



**SCHOOL OF ST. MARY**

To Learn, To Serve, To Lead

## Teacher Organized After-School Activity REQUEST FORM

<b>Date of Request:</b>
<b>Name of Teacher:</b>
<b>Activity Title:</b>
<b>Start &amp; End Date of Activity:</b>
<b>Day(s) of Week of Activity:</b>
<b>Start Time &amp; End Time of Activity:</b>
<b>Fee Charged Per Student:</b>
<b>Minimum # of Students:</b>
<b>Maximum # of Students:</b>

**Describe Activity:**


**Principal Thompson Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checklist:**

Room Reservation Request Submitted to Parishcalendar@churchofstmary.org:

Activity Registration Google Form Created:

Activity Registration Link and Promotion Details Sent to WebMaste. Melissa Haak

Final Registration Roster Emailed to the Business Office to Charge Student FACTS Accounts, Cindy Luetje