

# Co-Curricular Reduction/Addition Guidelines

Waunakee Community School District

Policy #370  
Rule (4)

Page 1 of 3

## Reduction in Offerings:

In assessing the need to reduce or cut co-curricular programs in the following “priority criteria” will be used to formulate the recommendations(s):

1. The total net cost of the program to district.
2. The total number of participants in the program.
3. The cost per participant within the program.
4. The socialization/spectator value of the co-curricular program to students.
5. The combination of a program offering both a girls and boys option (equity).

Other considerations may include:

1. The number of spectators who pay to view the program (revenue).
2. Increasing fees to offset the cost of maintaining a/all programs.
3. The program is offered by a majority of other conference schools.
4. Booster Club funding/support.
5. The Board of Education retains the right to consider the “academic” value of a program in making final budget cut decisions.

## New Offerings: (Initial Requests due by October 31<sup>st</sup> to Co-Curricular Committee)

In assessing the need to add a new co-curricular activity, including the resumption of an inactive activity, the following criteria will be use to evaluate the request:

1. Sufficient demonstrated interest by the student body.
  - a. Written registration and certification with the principal/activities director of the required minimum number of students who wish to participate.
  - b. A student/parent meeting to discuss the activity.
  - c. Prospects for long-term participation and student involvement.
2. Description of the group’s proposed activities including total district budget implications.
3. Availability of funds within budget guidelines as established by Board of Education.
4. Booster Club funding/support.
5. Availability of necessary facilities within which to conduct the activity.
6. Availability of a qualified advisor/coach approved by the administration.
7. Safety/liability factors for students/District.
8. Final approval of the Board of Education.

## Co-Curricular request for Paid Advisors

After a Co-Curricular has been active for 3 consecutive years the advisor may submit a request for consideration as a paid advisor. To make this request the advisor must submit to their principal by the end of February the school year prior to be considered as a paid advisor for the next school year. The request submitted to the principal must include the following:

1. Club rosters from the last 3 years
2. A list of activities the club has done
3. A list of activities the club has scheduled for the future

Once received, the principal should draft a statement of support for the request which includes the proposed pay schedule for the activity. Completed packages should be sent to the Superintendent’s

# Co-Curricular Reduction/Addition Guidelines

Waunakee Community School District

Policy #370  
Rule (4)

Page 2 of 3

Administrative Assistant no later than the first week in March. After that date requests will not be considered for the upcoming school year.

The 3-year waiting period does not apply to new co-curricular offerings of clubs that compete.

## NEW CO-CURRICULAR PROGRAM Guidelines/Proposal BOE Policy 370-Rule (4)

**\*\*Initial Request are due by October 31<sup>st</sup> to the BOE Co-Curricular Committee\*\***

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Request: \_\_\_\_\_

### I.) Students & Staffing

a. Demonstration of interest by student body.

1. Please attach a written list of students who have signed up or are interested.
2. Date of student/parent meeting: \_\_\_\_\_
3. Prospect of long term participation and student involvement:

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b. Coach/Advisor/Director: \_\_\_\_\_  
(or Names of potential coach/advisor/director)

c. Description of Group Activities:

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### II.) Budget Implications

a. Are district funds being requested?                      Yes                      No

b. If yes: approximately how much is being requested? \_\_\_\_\_

c. Are you requesting a paid advisor position after a three-year review period?

Yes                      No

d. Is there Booster Club support/funding?    Yes                      No

# Co-Curricular Reduction/Addition Guidelines

Waunakee Community School District

Policy #370  
Rule (4)

Page 3 of 3

### III.) Facilities

a. What District Facilities are needed for this program?

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b. Are there any safety/liability factors for the student/district?    Yes    No  
If Yes, please explain:

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#### Principal/Activities Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### District Administrator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Approval by BOE:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Adoption Date:** July 2004

**Revised:** August 2009  
August 2023