



2011-2012 Elementary School e-hour Application For Clubs, Co-Curricular Activities and Fee-Based Teacher Led Classes

Date Submitted: _____ Date Approved (for CE office use only): _____

Welcome to the e-hour program! We're excited to have your interest in teaching one of the following:

- **Co-curricular activity:** Must meet a Core Curriculum Objective, Board of Education goal or School Improvement Goal. There is no cost to the student for participation to this club.
- **Fee-based Teacher Led class/club:** Can have any focus and may require supplies/materials. There is a cost to the student for participation.

This application must be completed and approved a minimum of two weeks prior to the start of the club/activity. Submit via interoffice mail to the Community Education Recreation office at the Annex or fax to 636-938-2347.

1. School: _____

2. Teacher/Sponsor Name: _____

Note: A minimum of 12 students must be registered before a second teacher can be considered to be added.

3. I would like to teach/sponsor one or more of the following:

- ____ Co-Curricular Club/Activity (no fee to students)
 ____ Fee-based Teacher Led Club/Activity/Class (teacher designed)
 ____ Fee-based Teacher Led Club/Activity/Class (designed by Community Education Enrichment, contact regankelly@rockwood.k12.mo.us for a list of possible classes)

4. Name of Club/Activity/Class: _____

5. Description of Club/Activity/Class: _____

7. **For Co-Curricular Clubs/Activities Only:** List the Core Curriculum Objective, Board of Education Goal, or School Improvement Goal Met by the Club/Activity: _____

6. **Grade Level(s) of Participants for Club/Activity/Class** (check all that apply):

___ Kindergarten ___ Grade 1 ___ Grade 2 ___ Grade 3 ___ Grade 4 ___ Grade 5

7. **Most clubs/activities/classes must meet for a minimum of six, one hour meetings, one day per week for a total of six student contact hours during one of the e-hour sessions listed below. Select one or more sessions for your club/activity/class:**

- ___ Session 1: September 12 - October 21
 ___ Session 2: October 31 - December 17 (Does not meet the week of Thanksgiving Nov. 21-25)
 ___ Session 3: January 17 - February 25 (No Monday classes due to district calendar)
 ___ Session 4: March 26 - May 4 (due to school calendar, Thursday classes will end May 10)

Weekly e-hour Days/Times Designated by the Building Principal During which All Clubs/Activities Must Run	
Babler: Monday P.M. (session 1, 2 & 4); Tuesday P.M. (all sessions)	Ballwin: Tuesday P.M. and Wednesday P.M. (all sessions)
Blevins: Monday P.M. (session 1, 2 & 4); Tuesday P.M. (all sessions)	Bowles: Monday P.M. (session 1, 2 & 4); Tuesday P.M. (all sessions)
Chesterfield: Thursday A.M. and P.M. (all sessions)	Ellisville: Mon. P.M. (session 1, 2 & 4); Thurs. P.M. (all sessions)
Eureka: Monday P.M. (session 1, 2 & 4); Thursday P.M. (all sessions)	Fairway: Monday P.M. (session 1, 2 & 4); Tuesday P.M. (all sessions)
Geggie: Thursday A.M. and P.M. (all sessions)	Green Pines: Tuesday P.M. (all sessions)
Kellison: Monday P.M. and Wednesday P.M. (all sessions)	Kehrs Mill: Mon. P.M. (session 1, 2 & 4); Thurs. P.M. (all sessions)
Pond: Monday P.M. (session 1, 2 & 4); Thursday P.M. (all sessions)	Ridge Meadows: Tuesday P.M. am. Thursday P.M. (all sessions)
Stanton: Tuesday P.M. and Wednesday P.M. (all sessions)	Uthoff Valley: Tuesday A.M. and P.M. (all sessions)
Westridge: Mon. P.M. (session 1, 2 & 4); Wed. P.M. (all sessions)	Wild Horse: Wednesday P.M. and Thursday P.M. (all sessions)
Woerther: Wednesday P.M. and Thursday P.M. (all sessions)	

8. **Select the meeting day/time each week for your proposed club/activity** (based on designated times above):

Day (M, T, W, Th): _____ Time (AM or PM): _____

Note: If you would like to consider running your proposed club/activity/class outside of your school's designated e-hour times, please call the Community Education enrichment office at 636-733-2169 for more information.

Application is not complete until page two of this form is complete

**2011-2012 Elementary School E-Hour Application
For Clubs, Co-Curricular, and Teacher Fee-Based Activities**

IMPORTANT: Student Registration/Enrollment

All students who participate in any club, class or activity **must** register through the Community Education online registration system by visiting www.rockwood.k12.mo.us/communityed or download, complete and return an e-hour registration form. There are no exceptions. Paper forms can be obtained from the Rockwood website www.rockwood.k12.mo.us/communityed or the Recreation office at regankelly@rockwood.k12.mo.us.

7. Marketing/Promotion (Select the following that best describes your club/activity/class):

Any student meeting the criteria selected above can sign up to participate in this club/activity/class. I want Community Education to include information in the eBackpack and allow online registration.

Any student meeting the criteria selected above can sign up to participate in this club/activity/class. However, I will handle my own promotion and flyers. I understand that all students will need to fill out an e-hour registration form which I will send to the Community Education enrichment office no later than the second class meeting.

Only specific students will be signing up for this club/activity/class. Please do **NOT** promote this club in Community Education brochures or through online registration. I understand that all students will need to register through the Community Education online registration system by visiting www.rockwood.k12.mo.us/communityed or download, complete and return an e-hour registration form prior to the start of the club/activity/class.

8. Employee Payment

To ensure timely and accurate payment to the teacher, please select your current employee status:

Certified Teacher Non-certified Staff Member SSD Teacher

Certified teacher stipends are \$120 per six contact hours (typically one session) and includes any preparation time required for the club/activity/class. Non-certified staff are paid \$15 per hour and must complete a yellow timesheet that will be provided for you. SSD Teachers must be hired by the district and complete the hiring process guidelines as set by Human Resources prior to the start of the club/activity/class.

Signature of Club/Activity/Class Teacher: _____

Teacher Email (this will be our primary way to contact you): _____

Principal/Administrator Signature (required): _____

This application must be completed and approved a minimum of two weeks prior to the start of the club/activity/class. Submit via interoffice mail to the Community Education Recreation office at the Annex or fax to 636-938-2347.

The Rockwood Community Education Recreation office will contact you and your administrator directly if there are any questions regarding this application. If you have any questions, please contact Kelly Regan at 636-733-2169 or regankelly@rockwood.k12.mo.us.