

Guidelines for Beginning an Enrichment Activity at Washington Elementary

1. Create a plan for your activity:
 - a. What is the activity?
 - b. Which children would have the opportunity to take part?
 - c. How many children would be involved?
 - d. How many adult leaders would the activity require?
 - e. Are any adult leaders with special training required?
 - f. What sort of space would you need?
 - g. When and how often would you like to meet?
 - h. What would be the cost for running this activity?
2. Make an appointment with the principal to request initial approval for the activity, pending background check by the district. The principal will need to assess the school's and teachers' needs, the school schedule, the schedule of school spaces, etc.
3. Alert the PTO president now if you will be applying for financial support for your program. This will give the PTO a chance to consider your request while you apply for your security status.
4. After your activity has been approved by the principal, [apply for Level 3 security status](#) through the district, which is required for any adults who might be alone with students on school property or at a school-sanctioned event. This process usually takes about 2 weeks to complete. You will need to **renew this status every school year**.
5. Once you have received Level 3 status, confirm with the principal via email that the school would like to have the enrichment program and the dates, times, and spaces in which it will occur.
6. Formally apply to the PTO for your financial support.
7. Advertise to students and have fun!