

# School-Sponsored Clubs APPLICATION FORM



SPRUCE TREE  
MONTESSORI SCHOOL

286 N. Cushman St., Fairbanks, AK 99701

907-479-8733 (TREE)

[www.sprucetreemontessori.com](http://www.sprucetreemontessori.com)

## A ADVISOR INFORMATION

Full Name :

Email :  Phone :

Staff : ☐

Parent\* : ☐

### \*Recognition (please select one)

- a. Tuition credit equivalent to six or eight sessions at a rate of \$20 per session (about an hour per session) plus free club enrollment for your child.
- b. Fulfillment of required annual parental involvement equivalent to 15 hours per family.

☐ Tuition Credit

☐ Parent Involvement

## B CLUB INFORMATION

Club Name :

Club Meeting guideline: Either two meetings per week for three or four weeks, or one meeting per week for six or eight weeks.

Session Request : ☐ Session 1  
(After Labor Day) ☐ Session 2 ☐ Session 3 ☐ Session 4 ☐ Session 5

Day(s) Request : ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

Time Request : ☐ AM (7:15AM - 8:00AM) ☐ PM (3:15PM - 4:30PM)

Location Request  
Please specify your preferred meeting location: Library, Playground, or Gym.  
:

If your club wishes to meet at an alternative location, kindly submit your request to the Club Coordinator, Karen Boehm, at [karen@sprucetreemontessori.com](mailto:karen@sprucetreemontessori.com).

## C CHARTER

### Purpose and Outcome

Please define what the club aims to achieve.

:

### Questions or comments?

:

Our club agrees to adhere to all school policies and regulations.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

# School-Sponsored Clubs

## ADVISOR INFORMATION AND GUIDELINES



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### A CLUB PURPOSE AND GENERAL INFORMATION

Spruce Tree Montessori School is committed to maintaining and enriching its strong and dedicated community through programs that honor school values and support the development of the Six Pillars of Character at STMS. Our goal is to support the development of each child in all areas – academic, social, physical, and emotional in an effort to educate the whole child.

School-sponsored clubs consist of students who share similar interests established with the support of Spruce Tree Montessori School. Each club is guided by a staff or parent advisor who provides direction and leadership.

Clubs have the flexibility to meet before or after school and may host events during the school day, with prior approval.

### B CLUB ADVISOR GUIDELINES

Responsibilities:

1. Sign a camp advisor agreement to acknowledge your role and/or parent recognition.
2. Record attendance at all club meetings.
3. Conduct club meetings according to the established schedule: either two meetings per week for three or four weeks, or one meeting per week for six or eight weeks.
4. Set up club supplies/materials in approved location in a timely manner and prepare any materials needed for club activities ahead of time.
5. Attend all club activities. If you are unable to attend, it is your responsibility to inform the Club Coordinator and either find a suitable replacement advisor or schedule a make up day.
6. Supervise student participation in all club events.
7. Adhere to all school policies and regulations while establishing appropriate boundaries that align with Spruce Tree expectations and norms.
8. Ensure the application is approved prior to the first club meeting date.
9. Collect parent permission slips for any off-site club activities.
10. Report any issues to the Club Coordinator promptly.