

COTTONWOOD CREEK K-8 Parent Faculty Club (PFC)

Instructions for Starting or Renewing PFC After School Youth Enrichment Club/Programs - By Parents or High School Students

1. Apply for approval from PFC by submitting the following:
 - a. Application (Form A)
 - i. Complete, sign and hand in the form to the school office.
 - ii. If more than one parent will be running the program, there must be one overall parent in charge.
 - b. Budget (Form B)
 - i. PFC after school youth enrichment clubs/programs are not required to accrue income. If your program does not plan on collecting or spending money, please indicate this by writing "N/A" for Funding/Expense descriptions.
 - ii. A fee may be required per student participant to fund needed expenses relating to the function of the program.
 - iii. PFC after school youth enrichment clubs/programs are led and run by parent volunteers. Outside vendors and coaches are always welcome to rent school facilities and offer fee-based programs, but not through the PFC.
 - iv. Funds may be carried over with a written request from the club lead.
 - v. Fundraising events may be conducted to help cover costs, but permission must first be sought from the school and PFC.
2. After the PFC Board has given approval, volunteers shall begin the volunteer clearance process.

The district has partnered with Be A Mentor, Inc., to support the registration and screening process of school volunteers. Volunteers register online through a system hosted by Be A Mentor, Inc. This is a new way of processing the clearance of volunteers/chaperones. Please go to this link [Be A Mentor](#) to get cleared for all volunteer/chaperone activities you are interested in. We have the requirement of the person leading the program to be fingerprinted also,

3. Room Reservations:

For room reservations, please email us with the details of the days and times so that we can reserve a room based on the availability.

Email at clubs@cottonwoodpfc.org