



The NEXT (New Experiences Xtra Time) Experience is an after school enrichment program, designed to offer Hilliard City School students the opportunity to extend their learning and engagement outside of the typical school structure.

A NEXT opportunity can be classified as a 6 hour (minimum) (or more) experience, at a student cost of \$30 plus materials (if applicable).

The following are steps to take in order to apply and offer an after school enrichment opportunity at Hilliard City Schools.

1. Login into the “insider”.
2. Complete the online application that is located at the NEXT tab.
3. Once the form is submitted it will be reviewed for approval or clarifying questions.
 - a. Schedule conflicts will be reviewed
 - b. Cost of materials will be assessed and added
 - c. Follow up questions will be issued (if applicable)
4. Following approval, an email will be sent to the applicant stating:
 - a. The final cost of the enrichment activity to the student.
 - b. The final dates and locations assigned.
 - c. Instructions to share with parents on how to handle payment.
5. After receiving this email, you are encouraged to advertise your enrichment activity to the intended audience.
6. We will run weekly reports on the number of registrants and communicate this information to the applicant.
7. During the enrichment if inclement weather or sickness prevent the activity from completion, it is the expectation that a make up date will be assigned.
8. Upon completion of the enrichment, the applicant needs to complete a time sheet and submit to Brent Wise at the ILC for final signature.
9. The time sheet will be turned into payroll and compensation will be issued via district paycheck at the next scheduled pay day. Compensation for the teacher will be \$25.86 per student based on the number of students who register and pay for the class.
10. Any questions, please contact Dawn Blankenship via email or x7059.

THANK YOU!