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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |  |  | | | ***If event is a fieldtrip, check one:*** | | | | | | |
|  |  | | |
| *Name of Group/Organization* | | | | | | | |  |  | | | On the approved list | | | | | Overnight stay? Check if **YES** | |
|  | | | | | | | |  |  | | | Form 294 Needed | | | | |  | |
|  |  | | |  | | | | | | |
| *Type of Activity* | | | | | | | |  |  | | |  | | | | |  | |
|  | | | | | | | |  |  | | | ***BOOKKEEPING USE ONLY*** | | | | | | |
|  |  | | |
| *Start Date/Time of Activity* | | | | | | | |  |  | | | Sales Report Required | | | | | Receipt Book Required | |
|  | | | | | | | |  |  | | | Verification of Funds Form | | | | | Signature Sheet Required | |
|  |  | | | Ticket Report Required | | | | |  | |
| *End Date/Time of Activity* | | | | | | | |  |  | | |  | | | | |  | |
|  | | | | | | | |  |  | | | **CC:** | | | | |  | |
|  |  | | |  | | | | |  | |
| *Location of Activity* | | | | | | | |  |  | | | **AC Needed:** ❑ Yes ❑ No | | | | |  | |
|  | | | | | | | |  |  | | |  | | | | |  | |
| * Each request must be submitted ***three (3) weeks*** prior to scheduled event and placed on the school calendar. * All ***VOLUNTEERS*** must be cleared by Volunteer Coordinator ***PRIOR*** to their involvement with students. * All evening activities must end by 10:00 PM unless prior arrangements have been made. * Supervision must be provided 30 minutes before, during and 30 minutes after the conclusion of the activity as per School Board Policy. * The scheduling and supervision of student activities is a faculty responsibility. Please DO NOT delegate certain responsibilities to students. Fieldtrip student/chaperon ratio is 10:1. | | | | | | | | | | | | | | | | | | |
| *Type of event and a brief explanation of building use:* | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| *Intended use of profits* ***(BE SPECIFIC):*** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Please list class coverage arrangements below for appropriate periods you will be involved with this activity and miss class time. If several teachers will be chaperoning, please list their coverage arrangements also. Attach a separate sheet is necessary. | | | | | | | | | | | | | | | | | | |
| ***PERIOD 1*** | ***PERIOD 2*** | | ***PERIOD 3*** | | | | | | | ***PERIOD 4*** | | | ***PERIOD 5*** | | | ***PERIOD 6*** | | ***PERIOD 7*** |
|  |  | |  | | | | | | |  | | |  | | |  | |  |
| Tickets Needed?  No  Yes # of tickets needed \_\_\_\_\_\_\_\_\_ Price per ticket $ \_\_\_\_\_\_\_\_\_ Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Equipment Needed? No Yes Chairs \_\_\_\_\_\_\_\_\_ Projector \_\_\_\_\_\_\_\_\_ Screen \_\_\_\_\_\_\_\_\_ Monitor \_\_\_\_\_\_\_\_\_ Podium \_\_\_\_\_\_\_\_\_  Tables #\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
|  | | | | |  |  | | | | | | | |  |  | | | |
| ***Principal/Date*** | | | | |  | ***AP for Activities/Date*** | | | | | | | |  | ***Bookkeeper/Date*** | | | |
|  | | | |  | | | | |  | | |  | | | | |  | |
| ***Facility Lease Required?***  No  Yes ***Plant Operator Required?***  No  Yes ***Security Required?***  No  Yes | | | | | | | | | | | | | | | | | | |
| ***Request Denied By:*** | |  | | | | | ***Reason:*** | | | |  | | | | | | | |

Tickets Needed?  No  Yes # of tickets needed \_\_\_\_\_\_\_\_\_ Price per ticket \_\_\_\_\_\_\_\_\_ Color \_\_\_\_\_\_\_\_\_

Equipment Needed?  No  Yes Chairs \_\_\_\_\_\_\_\_\_ Projector \_\_\_\_ Screen \_\_\_\_ Monitor \_\_\_\_ Podium \_\_\_\_

Tables # \_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
|  |  |  |
| **Principal/Date** | **AP for Activities/Date** | **Bookkeeper/Date** |

***Facility Lease Required?***  No  Yes ***Plant Operator Required?***  No  Yes ***Security Required?***  No  Yes

***Request Denied By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***