

Proposal for Out of Building Faculty/Student Activity

Divine Child High School encourages attending events in the community which will enhance the educational process. Procedures for coordinating an out of building activity are in place to protect our students and our school. Complete this form prior to meeting with the principal for approval of your activity.

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Proposal: _____

Proposed Date & Time of Event: _____

Coordinating Faculty Member: _____

Emergency Contact (Cell) #: _____

Additional Participating Faculty Member(s): _____

Purpose of the Event: _____

Principal Approval: _____

Mr. Eric Haley

Activity Approval: _____

Mr. Ben Cronin

Calendar: _____

Mrs. Mary Blicharz

Procedures for scheduling an out of building faculty/student activity:

- **Complete this form. Meet with the Eric/Ben to propose your event and give the completed form to him. Keep this checklist for your information.**
- **If approved, he will forward this completed form to Mary to place on the school calendar. She will keep the original and give a copy to the coordinating faculty member.**
- **Prepare a master Parental Permission Form for Field Trip Participation Form. Copy and distribute the forms to your students. Turn in a copy of your permission slip to the in the Main Office.**
- **As forms are returned to you, check for completeness, front and back. *Be aware that incomplete forms will not be valid.* Verbal permission and hand written permission slips turned in the day of the event will not be accepted. No exceptions. Keep of list of students who turn in a completed permission slip. Give the completed permission slips to Mrs. Kuczajda as you receive them.**
- **All fees involved must be turned in to Mrs. Ripley to be deposited in an activity account. Checks should be made payable to Divine Child High School. Do not have students make checks payable to you. All expenses for the event will be drawn from this account. There should be no profit made on the event. Any residual money should be evenly refunded to the participants.**
- **On the day before the event, submit a copy of your complete list of students who will be attending the event to Mr. Cronin and Mrs. Kuczajda.**
- **On the day of the event, check in students according to your list. Give an updated copy of the list to Mr. Cronin & Mrs. Kuczajda. Mrs. Kuczajda will give you the permission slips to take with you, as they have student emergency contact information on them. Please note that if the event will take place earlier than a normal school day, pick up the forms from Mrs. Bologna at the end of the school day the day before the event.**
- **Upon return to school, turn in all permission slips to Mrs. Kuczajda in the attendance zoffice. These forms must remain on file for one calendar year. Also, notify the office if there was an injury to a chaperone or student. Accident forms must be completed and filed for all injuries.**