

Event/Activity Proposal Form  
*To be completed at least two weeks prior to event*

2021-2022

TITLE OF EVENT/ACTIVITY: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

Host Group/Club Info

Group/Club Name

Advisor(s)

Student(s) Contact

Event start date

Start/End times

Event Location

Purpose Statement- Why is this important, how will it help, and who will benefit? Share goal(s).

Task Lists

Task

By When

Signature

Supplies / Materials:

Work with the Activity Coordinator & Bookkeeper for purchase of items. To use materials from the ASB Office contact the Activity Coordinator. This includes art/craft supplies and sound equipment.

NOTE: If Fundraising, you MUST do a Fundraiser form as well\*

Club Purchases:

If your event is ASB (clubs and activities), you must provide minutes from the meeting where the purchase was approved by your club.

Submit applicable minutes to Ms. Grager.

Communication Plan:

Announcements are due Wednesday of the week prior for Weekly Bulletin, JHS Social Media, JHS Website, In-building monitors (screens), and Readerboard.

Send to the Activity Coordinator.

Building Use:

Check/confirm building use/availability with appropriate personnel, complete Building Use form.

- Field House (after school): Mr. Hinn
- Field House (during school): Mr. Hinn & Mr. Horwat
- Building: Ms. Blanch
- Theater: Mr. Meuter

Task	By When	Signature
------	---------	-----------

Confirm Supervision. LWSD asks for a ratio of 1:20, adult to student, and at least one staff person. Advisor or JHS representative must be present.

Parent/Community Volunteers must be approved through LWSD.\*\*

If money is involved in your event, complete the Fundraiser form.\*

See Ms. Grager

If students will visit the bookkeeper to pay, provide Ms. Grager with\*:

- Price
- Item(s) to be purchased
- Organization/class/club/sport or budget code (where the funds should go)
- Start date and end date

Submit this form, and any applicable forms (if required) to Ms. Grager for Admin Approval

Ms. McMillan or Ms. Clapp will give final approval and communicate to Advisor

\*Minimum two weeks notice

\*\*Volunteers cannot work inside classrooms/shared learning spaces due to COVID

**Checklist:**

- Fundraising Form (If applicable)
- Club Minutes (If applicable)
- Communications sent to Activity Coordinator
- Building Use confirmed/Form completed
- Item info for Cash Register (If applicable)
- This form (Event/Activity Proposal Form)

**Helpful Contacts:**

Travis Salmi	tsalmi@lwsd.org	Activity Coordinator
Lynn Grager	lgrager@lwsd.org	Bookkeeper
Alec Hinn	ahinn@lwsd.org	Athletic Complex Supervisor
Tom Horwat	thorwat@lwsd.org	Physical Education Department Chair
Kris Blanch	kblanch@lwsd.org	Athletic Secretary
Mark Meuter	mmeuter@lwsd.org	Theater Manager
Christine McMillan	cmmillan@lwsd.org	Administrator for Activities