

MPS Award Recognition Events for Secondary Education

Due to reduction of Covid-19 cases, we may proceed with award recognition event(s) beginning Monday, March 22, 2021. Whether the event is on- or off- campus, attendees must follow mitigation efforts as included in the MPS Return to Learn plan. For approval of the event to be considered, mitigation plans must include wearing masks/face coverings and social distancing as much as possible.

- Venue – The venue must be large enough to provide seating for all participants to allow for 6’ between the tables. The tables can only be utilized by half of the seating capacity (ex. If the table seats eight, then only four chairs may be used). There must be an assigned seating chart that all attendees must follow and it will be enforced.
- Attendees – Only students within the program, their parents/guardians, and applicable school staff may attend. Students within the program may not bring a guest other than their parents/guardians (ex. friend, significant other).
- Food Service – If food will be provided, it must be prepackaged, boxed meals, buffet style served by caterers, or served by waitstaff employed at the event’s venue.
- Masks/Face Coverings – Masks or face coverings are required by all event attendees. They may only be removed if eating/drinking. Attendees who refuse to comply with the masks/face coverings policy must leave the event.

NOTE: The award recognition event must be under the direction and oversight of MPS personnel – the Head School Coach, Adviser, Sponsor, or Director of the program. The event must be approved by the school principal and the event request form must be submitted.

- Athletic Award Event – Head School Coach/Athletic Facilitator
- Fine Arts Award Event – Teacher of course (Band Director, Choir Director, etc.)
- School Club/Student Club Award Event – Sponsor or Adviser

Disclaimer Information: While there will be mitigation efforts at the award recognition event which are consistent with CDC recommendations, all attendees must understand that any large gathering increases the possibility of exposure and/or infection to Covid-19. If any attendee is immuno-compromised or has comorbidities these factors should be considered by the attendee before purchasing a ticket or attending the event.

Notification of Possible Cancellation: If Covid-19 cases increase, the event may need to be cancelled (or altered) to meet city, state, county, or district health and safety protocols. Cancellation of the event may prevent refunds for tickets or other associated costs.

NOTE: It is imperative that the Event Manager (MPS Personnel) and the Booster Representative ensure that the mitigation efforts are followed at the award recognition event. Failure to enforce these expectations may result in restriction of activities for the program, organization, or club; this may also include non-sanctioning of the booster organization.

The award recognition event form (page 2) must be completed and submitted to the building Principal for final approval. By signing, you are agreeing to the terms and responsibilities to have the award recognition event.

Event Manager, MPS Employee

Date

Booster Club Representative

Date

Building Principal

Date

MPS Award Recognition Events for Secondary Education – Request Form

Event Name:

Date:

Start time:

End Time:

Event Manger (MPS Employee):

Estimated Number of Attendees:

Booster Club Representative:

Event Venue:

Event Address:

Describe your event and summarize your activities :

Food:

Caterer:

Verify the caterer agrees to the following:

Masking

Gloves

Social
distancing

Hand
Sanitizer

Request includes a map of the venue with stage, tables with name assignments, serving area if applicable, etc.

Mitigation Guidelines: Describe the mitigation guidelines you will be requiring and enforcing at the event. Be sure to include provisions for masking, social distancing, hygiene and sanitation, etc.

Attendee Information Sheet

Request includes an attendee information sheet with parent permission signature which includes the following; information for the event:

- General information for the event
- Description of mitigation requirements for the event
- Disclaimer statement
- Notification of possible cancellation statement

Program Guidelines:

During the program, the event cannot have activities that put attendees in closer proximity than is allowed, i.e. no large groups together on stage, no games requiring close contact, etc. Can you assure that there will be no elements of the program that violates MPS guidelines.