WESTERN PLACER
Unified School District

Activities Process Flowchart

District Office, School Sites, PTO, Boosters and other organizations will work together to find activity in Matrix and any conditions that may apply to the specific activity.

GREEN

Activity Matrix

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Follow Any Conditions

Have a Safe Event!

YELLOW

Activity Matrix

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Send the following to the Business Dept no later than **2 WEEKS PRIOR TO THE EVENT:**

- Yellow Approval Form complete with dates and signatures
- All documentation per conditions

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All contracts must be signed Carrie Carlson

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Business Dept will approve event if ALL conditions are met and documentation received

Have a Safe Event!

ORANGE

Activity Matrix

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Send the following to the Business Dept no later than **2 WEEKS PRIOR TO THE EVENT:**

- Orange Approval Form complete with dates and signatures
- All documentation per conditions

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All contracts must be signed by Carrie Carlson

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Business Dept will work with SIG to discuss and provide additional documentation

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Business Dept will approve event if ALL Conditions are met and documentation received

Have a Safe Event!

RED

Activity Matrix

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DO NOT undertake these events. There will not be coverage and/or the risk may be too great