

Activity Permit

ALL CLUBS/ORGANIZATIONS/SLC SPONSORED ACTIVITIES MUST FOLLOW THEIR CONSTITUTION TO BE APPROVED.

COMPLETE AND OBTAIN THE REQUIRED SIGNATURES AND SUBMIT THE ORIGINAL TO THE STUDENT ACTIVITY ADMINISTRATOR TO FINALIZE. REQUEST THREE WEEKS PRIOR TO THE ACTIVITY

1. Date of Event: _____ Time: _____

2. Club/Organization/SLC _____

3. Faculty Sponsor: _____

Contact Phone: _____ Email: _____

4. Type of Activity (Please check one):

SLC Assembly Play Spirit Rally Concert

Talent Show Dance Sports Banquette Meeting

After School Site Fundraiser Field Trip _____

Destination

Other: _____

5. ASB Approval: Mr. Shock, Leadership Advisor _____

6. Location of Activity (Please check one):

Multipurpose Room (MPR)

MPR Quad

Main Entrance

College Corner Quad

Magnet Center**

Girls/Boys Gym**

Courtroom**

Library**

Other _____

****REMINDER: Prior approval from the Magnet Coordinator, Athletic Director, and Librarian must be obtained in order to use Magnet Center, Courtroom Girls/Boys Gym, PE Blacktop/Field, and Library facilities.**

M. Gonzalez, Magnet Coordinator A. Gonzalez, Athletic Director A. Case, Librarian

Other: _____

7. Finance Office Services Needed (Please check one): Yes No

Types of Services Needed (Please check all that apply): Yes No

Cash Box Class receipts Ticket

Authorization-RFA (must be submitted 3 weeks before event)

Offsite Special Event Approval-RFO (must be submitted 3 weeks before event)

Request for Facility Use-RFF (must be submitted 3 weeks before event)

L. Ante, Sr. Financial Manager

8. Custodial Services Needed (Please check one): Yes No
 Funding Approved (If needed) Yes No

Description: _____

Equipment Needs:

(Please indicate how many of each item you need)

___ Chairs ___ Tables ___ Trash Cans ___ Snack Bar ___ Ticket Booth
 ___ Bleachers ___ Podium

If requesting chairs/tables, equipment set up, please attach a diagram of the desired configuration for the event.

 A. Pedroza, Plant Manager

9. Security/ Supervision/ School Police needed (please check one) Yes No
 Funding Approved (If needed) Yes No

**Reminder: It is the Faculty Club Sponsor's responsibility to secure and provide sufficient and appropriate supervision to ensure the safety and well-being of all student participants for all on and off-campus events.

Faculty Club Sponsor Signature _____

Supervision Needs (please check one):

	Chaperones*	Campus Aides	School Police**
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

* All major Fundraisers must provide minimum of 5 chaperones.

** School Police are required for major on and off-campus events where there are more than 50 students in attendance (Dance, Junior evening, Prom, etc.)

11. Form is complete with all required signatures

Ms. M. Hernandez, AP Calendar

 Date