

# WINDOW ROCK HIGH SCHOOL

Student Council

## -Activity Approval Form-

Facility Use Form     Security Scheduled     Clean Up Plan

|                          |  |
|--------------------------|--|
| Date of Application:     |  |
| Sponsoring Organization: |  |

Event Category: (Check all that apply)

Before School Sale     School Day Sale     After School Sale  
 Concession     Entertainment     Fundraiser  
 Club Event     Class Event     Other: \_\_\_\_\_

|  |  |
|--|--|
| Date & Time of Activity:                               |  |
| Event Description<br>(may attach additional paperwork) |  |

Place of Activity:

Cafeteria     East Patio     Media Center / Patio  
 Gymnasium     Classroom # \_\_\_\_\_     Front Entrance  
 Lobby     Lecture Hall     Other: \_\_\_\_\_

|                            |  |
|----------------------------|--|
| Who will attend the event: |  |
| List of Sponsors:          |  |

**\*STUDENT COUNCIL ACTION:**

The above requested event has been:     Approved     Denied

Signature of Stuco President: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**\*ADMINISTRATION ACTION:**

The above requested event has been:     Approved     Denied

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Placed on Activity Schedule:     Yes     No    By: \_\_\_\_\_ Date: \_\_\_\_\_

# Event Activity Criteria

## Approval Process for Window Rock High School Campus Events

Step 1: **Plan the details** of your event with your organization

Step 2: **Fill in and Print** the Activity approval form

Step 3: **Collect and Attach** required documents to Activity Approval Form

Step 4: Obtain **Signature of Student Council President** who will confirm that events do not conflict with other scheduled events and will check required documents

Step 5: Obtain **Signature of Building Principal** who will give final approval of event

Step 6: **Make a Copy** of Activity Approval form and keep for own records

Step 7: **Return original Activity Approval form to Student Council President** with all supporting documents to be filed and placed on official activity calendar on student council webpage.

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## Club or Class - meetings or events

Activity Approval Form

- Schedule location with front office
- Meetings 7<sup>th</sup> only hr. Wednesdays or lunches unless otherwise approved by Principal
- Require approval 24 hrs. prior to meeting or event
- Sponsor must be in attendance

## Campus Sales

Activity Approval Form

+ list of items being sold

- Food handlers' card, if any food will be sold (on file with Sponsor)
- Sponsor must be present throughout the sale
- Only sell at approved time

## Special Events outside of traditional school day (dance, lock in, club activities, etc.)

Activity Approval Form with the following

- COPY of Facility use form – already signed
- Copy or Printout of confirmation of security acknowledgment
- List of confirmed chaperones (minimum 2, +1 for every 15 students)
- Cost per attendee
- Flyer or sample of advertisement
- Expected participants (only WRHS students unless otherwise approved by principal)
- Plan for Cleaning location / who is responsible
- Brief description of the event