



EVENT REQUEST APPLICATION

All student events proposals must be presented in person to student council and be accompanied by this completed form.
Presentation times for council are every Monday at 3:00pm in room 242

EVENT NAME: _____

Event Description: _____

Club Name: _____
Club Rep Name: _____ Teacher Rep _____
Club Rep Email _____ Teacher Rep Email _____

PROPOSED DETAILS

Date: _____ Time: _____ Location: _____
Event is for (Grade, Age, Fundraising, etc..) _____

DATE CHECK VERIFICATION

ADMIN APPROVAL

<p>Please visit http://wgssgmn.com/calendar/ to ensure no other events are scheduled for this date/time</p>	<p>1 CLUB REP</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature</p> <p>I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.</p>	<p>2 ADMINISTRATION</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature</p>
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Is there a cost involved to students attending? YES NO If yes, how much _____

If your event involves food, you MUST complete and attach the second page of this form



Does Your Event Involve Food?

YES NO

ADVERTISING EXPECTATIONS

Check off the following to ensure you understand advertising expectations:

- MAXIMUM number of posters around school: 40 pages (letter size). Be creative!
- Ask teacher permission to use their boards outside their classrooms for all posters
- Cleanly tape posters!
- Event posters MUST be taken down immediately following event



<p>For Council Use Only</p> <p>Date of Proposal: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> Club Rep/Teacher Rep notified of decision Notified by: _____</p> <p><input type="checkbox"/> All Council Advertising Completed Verified by: _____</p>	<p>Notes:</p>
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Once verified, student council will send a verification email to the following people:

- Student & Teacher Club Rep
- Mr. Radford (mr.radford.wgss@gmail.com)
- Mr. Trattle (ptrattle@sd35.bc.ca)
- Mr. Moorthy (bmoorthy@sd35.bc.ca)
- Ms Kelly (brkelly@sd35.bc.ca)
- Mr. Kitteringham (lkitteringham@sd35.bc.ca)

FOOD SALE EVENT APPLICATION (PAGE 2)

This form must accompany the standard event application form if your event involves selling any type of food.
Please staple this form to the original form.

IMPORTANT: Food sales that occur during school hours MUST obtain written permission from cafeteria prior to event approval from student council. Sales in morning/after school do not need cafeteria permission.

FOOD YOU PLAN ON SELLING:

Club Name:

Date:	Time:	Location:
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DATE CHECK VERIFICATION

1 Please visit http://wgssgmn.com/calendar/ to ensure no other events are scheduled for this date/time	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Name</td> <td style="width: 50%; border-bottom: 1px solid black; padding-bottom: 5px;">Signature</td> </tr> <tr> <td colspan="2" style="padding-top: 5px;">I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.</td> </tr> </table>	Name	Signature	I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.	
Name	Signature				
I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.					

Approvals (obtain signatures IN THIS ORDER):

2 ADMINISTRATION	3 CAFETERIA <small>(not needed for before/after school food sales)</small>	4 STUDENT COUNCIL <small>(will be signed upon submission)</small>
Admin Name	Chef/Cafeteria Rep	Student Council Rep Name
Admin Signature	Chef/Cafeteria Rep Name	Student Council Rep Signature

**Please bring this completed form to the Student Council Meeting
 MONDAYS @ 3:00 in Room 242**

For Council Use Only	Notes:
Date of Proposal: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
<input type="checkbox"/> Club rep & teacher notified of decision Notified by: _____	
<input type="checkbox"/> All Council Advertising Completed Verified by: _____	

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