



EVENT PROCESS

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 265

Event Description: _____

- NOTE:**
- We understand that food sales need to be pre-packaged and made in a Food Safe facility; or made in a food safe facility and made by someone who has a Serving it Right certificate to fulfil District Guidelines.
 - We understand that it is the responsibility of the club to bring and provide appropriate supplies for our event. *Example: plates, napkins, utensils, tongs for food sales.*

Club Name: _____

Club Rep Name: _____ Teacher Rep _____

Club Rep Name: _____ Teacher Rep Email _____

PROPOSED DETAILS

DATE: _____ TIME: _____ LOCATION: _____

Event is for (Grade, Age, Fundraising, etc..) _____

DATE CHECK VERIFICATION	ADMIN APPROVAL
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<p style="text-align: center;">Please visit http://wgssgmn.com/calendar/ to ensure no other events are scheduled for this date/time</p>	<p style="text-align: center;">1 CLUB REP</p> <p>_____ Name</p> <p>_____ Signature</p> <p style="font-size: small;">I have checked and can verify that <u>no other events</u> are scheduled for this specific date and time.</p>	<p style="text-align: center;">2 ADMINISTRATION</p> <p>_____ Name</p> <p>_____ Signature</p>
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Is there a cost involved to students attending? YES NO If yes, how much? _____

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 Rep / Teacher Rep Ms. Matson (Rylie.matson@sd35.bc.ca) Ms Rempel (ashley.rempel@sd35.bc.ca) Mr. Powell (VP): npowell@sd35.bc.ca