



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

Please visit <http://wgssgmn.com/calendar/> to ensure no other events are scheduled for this date/time

1 CLUB REP

Name _____

Signature _____

I have checked and can verify that no other events are scheduled for this specific date and time.

ADMIN APPROVAL

2 ADMINISTRATION

Name _____

Signature _____

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



For Council Use Only

Date of Proposal: _____ Approved Not Approved

Club Rep/Teacher Rep notified of decision Notified by: _____

All Council Advertising Completed Verified by: _____

Notes:

Once verified, Student Council will send a verification email to the following people:

- Student Rep
- Teacher Club Rep
- Mr Radford mr.radford.wgss@gmail.com
- Ms Kelly brkelly@sd35.bc.ca
- Ms. Burnham (VP): burnham@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="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Name</td> <td style="padding: 5px;">Signature</td> </tr> <tr> <td colspan="2" style="padding: 5px; font-size: small;">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 CAFETERIA	3 ADMINISTRATION <small>(not needed for before/after school food sales)</small>	4 STUDENT COUNCIL <small>(will be signed upon submission)</small>
Chef/Cafeteria Rep	Admin Name	Student Council Rep Name
Chef/Cafeteria Rep Name	Admin Signature	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: _____	

Once verified, student council will send a verification email to the following people:

- Student Rep
- Mr Radford mr.radford.wgss@gmail.com
- Ms. Burnham (VP): lburnham@sd35.bc.ca
- Teacher Club Rep
- Ms Kelly brkelly@sd35.bc.ca