

SCHOOL EVENT PROPOSAL

This form must be put in the SAC mail box after completion by the Staff supervisor. The SAC mail box is in the main office

If this is not followed the fund request **will not go through**

This form is regarding students who wish to hold any event at Glenforest, ranging from fundraisers to any school related activities. Students are to complete the following form and submit to the SAC advisor (Ms. Jatindranauth) at least 1 week prior to the requested date. Making sure the application is placed in SAC's mailbox counts as successfully submitting the proposal. Proposal(s) will be screened by SAC, (and administrators as necessary) and be approved or not approved and put back in the club/group Sponsor's mailbox. A copy of the approved proposals will also be forwarded to Ms. Mursic for inputting into the school calendar.

School Group: _____ **Staff Sponsor's Signature:** _____

Contact: (Student Name(s), including Student Number(s) and Email)

Title of Activity: _____

Type of Activity (Fundraise, school event, etc): _____

*If fundraising is **monetary only**, please write above either the Local Charity: **Canadian Cancer Society** or Global Charity: **Free The Children** you wish to donate to. Any other **type** of donation can be given to **any** charity of your choice, though the name of the charity above is **necessary**.*

Requested Date of the Activity: _____

Time of Activity: ☐ Before School ☐ After-School ☐ Lunch (Period 2-4)
☐ Other (Describe) _____

Location of Activity: _____

Link to School Goals:

- ☐ Climate – Bullying, Mental Health, Character Traits
- ☐ Literacy
- ☐ Numeracy
- ☐ Careers/Pathways
- ☐ Other.....Describe _____

Benefits to the School and the Community:

Supervision Plans: *(Include the names of teacher supervisors, the number of supervisors and/or police)*

Volunteer Plans: *(Include student number info of club members and extra volunteers who are)*

Planned Advertising: *(excluding announcements in the morning. If using social media, list account info)*

Total Expected Income: *(The estimate of proceeds from the event, as well as where the money is going)*

Thank you for submitting the event proposal. We will be contacting you as soon as possible on the process of your event proposal! Hang in there and if you have any questions, you can always contact Rushay Naik, SAC Vice-President at Glenforest.sac@gmail.com for any further questions or concerns!

- President Syed Ghazali



Glenforest S.A.C.

✉ glenforest.sac@gmail.com

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