

Date Submitted: _____

Sonoma Valley High School
SCHOOL ACTIVITY PROPOSAL

Name of Activity/Event: _____

Description of Event (if not obvious): _____

Day and Date of Activity/Event: _____

Time of Activity/Event: _____

Location of Activity/Event: _____

Estimated Attendance: _____ Are you requesting: Bell schedule change? YES NO Extended Lunch? YES NO

Name of person making proposal: _____ Circle One: FACULTY STUDENT OTHER

Contact Phone Number: _____ Email: _____

This activity/event is being organized by/for:

- ☐ Club: _____
- ☐ Class: _____
- ☐ Teacher: _____
- ☐ Leadership
- ☐ Senior Project
- ☐ Student Organization: _____
- ☐ Other: _____

Notes (Admin Use Only):

Signatures required to submit proposal:

If you plan to use the P.E. facilities (Golton Hall, Pfeiffer Gym, Pavilion) during the school day	Dennis Housman P.E. Department Chairperson	<u>Signature:</u>
If you plan to use ANY school facility at ANY time	Jo Fichtenberg Student Activities Office	<u>Signature:</u>
For a <u>student-made proposal</u> , who is the staff member in charge?	<u>Print Name:</u>	<u>Signature:</u>

For Office Use Only

This activity/event has been: _____
_____ Approved _____ Not Approved Reason: _____

*Your activity can **NOT** go forward until the forms checked below have been submitted to the Student Activities Office.*

Administrator Signature: _____ Date: _____

Andrew Ryan

In order for the activity/event to occur, the following need to be completed:

- | | | |
|--|------------------|-------|
| <input type="checkbox"/> SVHS Facility Form | Submitted: _____ | _____ |
| <input type="checkbox"/> District Facility Form | Submitted: _____ | _____ |
| <input type="checkbox"/> Administrative Supervision needed | Scheduled: _____ | _____ |
| <input type="checkbox"/> Custodial Services | Arranged: _____ | _____ |
| <input type="checkbox"/> Security Guards needed | Arranged: _____ | _____ |
| <input type="checkbox"/> Food/Fundraising Form | Submitted: _____ | _____ |
| <input type="checkbox"/> Other: _____ | Completed: _____ | _____ |