

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: _____ Andrew Ryan Date: _____

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

- SVHS Facility Form Submitted: _____
- District Facility Form Submitted: _____
- Administrative Supervision needed Scheduled: _____
- Custodial Services Arranged: _____
- Security Guards needed Arranged: _____
- Food/Fundraising Form Submitted: _____
- Other: Completed: _____