



# SPECIAL EVENT REQUEST FORM

(To be submitted in connection with dances, assemblies, picnics, and other special events.)

## Procedures

1. Obtain Special Event Request Form from the Main Office.
2. Check the master calendar in the Main Office for conflicts. If there is a conflict, please see an administrator for approval before planning or scheduling the event.
3. Complete Section A and have the faculty sponsor sign the request form. **The faculty sponsor(s) is required to attend the event.**
4. Get the approval of the Associate/Assistant Director ***ONE MONTH*** prior to the event. Turn Section A into the Receptionist in the Main Office.
5. Chaperones: Section B must be completed and turned in to the Associate/Assistant Director at least ***TWO WEEKS*** prior to the event. In addition to the faculty sponsor, you must have 2 male parent chaperones, 2 female parent chaperones, and 2 faculty chaperones = 7 chaperones.
6. If you are using the school's stereo or any other equipment, please see a Student Council Sponsor at least 3 days in advance to arrange for pick-up and set-up
7. The sponsoring group is responsible for set-up and clean-up of the event.
8. The sponsoring group is encouraged to send thank-you notes to chaperones.

### Events with Exchange of Money and PTSA-sponsored Fundraising

9. If your special event is approved and you wish work with the PTSA to raise funds, you **must** fill out the online PTSA fundraising application form at <https://go.illinois.edu/PTSA-App> at least two weeks prior to the event.
10. If the PTSA agrees to sponsor fundraising at your event, you must follow all PTSA fundraising procedures (posted at <https://go.illinois.edu/PTSA-fundraising>)
11. Change boxes are available from the Main Office for special/events if needed.
12. All money collected during the event must be turned over to the PTSA representative at the end of the event.

**Section A: To be submitted at least ONE MONTH prior to the event!**

Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Has the faculty sponsor checked the master calendar in the Main Office for conflicts?

Yes \_\_\_ No \_\_\_

Possible Conflicts: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

\*Note: if there is a cost to rent the venue, please work with your sponsor.

Sponsoring Group: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Student(s) Sponsor(s): \_\_\_\_\_

Special Services Needed (stereo, chairs, tables): \_\_\_\_\_

Description of Program: \_\_\_\_\_

**Approval: This request must be approved by the Faculty Sponsor and the Assistant Director for Student Life at least ONE MONTH prior to the event.**

***\*If the event is in the North Attic, the Fine Arts Department Head's approval is required.***

\_\_\_\_\_  
Faculty Sponsor (*Approval signature*)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\*Athletic Director (*Approval signature*)  
(*Only if the event is in the gyms*)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\*Fine Arts Department Head (*Approval signature*)  
(*Only if event is in the North Attic*)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Associate/Assistant Director (*Approval signature*)

\_\_\_\_\_  
(Date)

**Section B - Chaperones: To be completed at least TWO WEEKS prior to the event!**

**Event:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Required Chaperones:**

Faculty Sponsor: \_\_\_\_\_

Faculty Chaperone: \_\_\_\_\_

Faculty Chaperone: \_\_\_\_\_

Parent Chaperone (male):\* \_\_\_\_\_

Parent Chaperone (male):\* \_\_\_\_\_

Parent Chaperone (female):\* \_\_\_\_\_

Parent Chaperone (female):\* \_\_\_\_\_

*\*See the Associate/Assistant Director for Exceptions*

Person(s) Responsible for:

Publicity: \_\_\_\_\_

Set-Up: \_\_\_\_\_

Clean-Up: \_\_\_\_\_

Music: \_\_\_\_\_

## Uni and non-Uni Events

### 1. What is a Uni event?

Clubs and classes are part of the work of the school and have faculty sponsors; therefore, any approved activity of a club or class is a Uni event. In this document, "class" means a whole grade level.

(All field trips, such as those taken by a specific course, must be approved by contacting the Associate/Assistant Director a month in advance before the event. The Associate/Assistant Director seeks input from the Executive Teacher. All school field trips and activities of a course or group of courses are Uni events.)

### 2. Rules for Uni events.

--The faculty sponsor must be at all meetings and activities. (The sponsor may arrange for a faculty substitute to attend a club or class function as necessary.)

--The faculty sponsor must ensure an appropriate number of faculty and/or parent chaperones for a class and club activity. In general, one adult to ten students is a good ratio. It is recommended that both male and female chaperones attend an event.

--Faculty sponsors are to be present at all club or class activities from the time a student first arrives to the time the last student is picked up. At least two adults, including one Uni teacher, must be with the students as they arrive and depart.

--Faculty sponsors should enforce all behavioral rules as listed in the *Student-Parent Handbook*.

--Only official Uni events may take place at school.

--For *any club or class activity* other than a regular meeting, a faculty sponsor must complete the **Uni Club and Special Event Request Form** one month before the event and turn it in to the Associate /Assistant Director. The Associate/ Assistant Director will determine if the event is a Uni event or non-Uni event.

--It is the responsibility of the club or class sponsor to get the approved Uni event on the calendar through the webmaster, Mr. Beesley.

--For all fundraising, the sponsor refers to the Special Event Request Form.

--Groups must have a compelling reason and a significant event for fundraising to be approved.

## Uni Club and Class Special Events Form

1. The sponsor should check the master calendar online for conflicts. If there is a conflict, the faculty sponsor should talk with the Assistant Director of Student Life before scheduling the event. After the event is approved, the club or class should contact the webmaster, Mr. Beesley, to place the event on the school calendar.
2. The faculty sponsor will complete Section A of the form and turn it in to the Assistant Director of Student Life. If the event raises funds for any reason, the sponsor must also see Dr. Walkington for approval and the Business Manager for a discussion of proper procedures.
3. The faculty sponsor will complete Section B of the form, regarding chaperones, and turn it in to the Assistant Director for Student Life at least two weeks prior to the event. The *faculty sponsor*, who must attend the event, is ultimately responsible for securing an appropriate number of chaperones.
4. If the group is using the school stereo, the sponsor should see the sponsor of the Student Council as soon as the event is approved.
5. The sponsoring group is responsible for set-up and clean-up of the event, as well as removing posters/fliers from the building afterwards.
6. Change boxes are available from the Main Office for special events with a week's advance notice.