



LOS ANGELES UNIFIED SCHOOL DISTRICT

Hollywood High School
1521 N. Highland Ave.
Los Angeles, CA
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Alejandra M. Sanchez
Principal
Randall Fenderson
Leadership Advisor

Mr. Sam Dovlatian
Assistant Principal
William Kong
Student Body President

MASTER ACTIVITY REQUEST FORM

TO ALL FACULTY/STAFF:

DATE: _____

INSTRUCTIONS: This form is to be completed and submitted to Mr. Sam Dovlatian, Assistant Principal for approval at least two weeks prior to the activity for all events to be held on the school campus before, during, or after school hours.

(1) Obtain signatures of sponsors (2) Obtain all signatures necessary for approval in the Approvals Section. For use of the school facility(ies) for non-school organizations and/or fundraising, you may need to contact the Facilities Services Division, Civic Center Permits or the Office of Risk Management for leasing, civic center permits, and/or insurance requirements.

NAME OF ACTIVITY/EVENT _____

Post this on the school calendar (online) Yes No

Post this to the PA Announcements (1st Period) Yes No

Date(s) of Event: _____ Day (Circle): M T W Th F Time of Activity: _____ Location: _____

Sponsored By: _____
Club President's Signature Sponsor (1) Signature Sponsor (2) Signature

NOTE: The Sponsor(s), by their signature ABOVE agree to be present for supervision during time of activity. If the SPONSOR(S) cannot be present, then a faculty replacement must be obtained prior to event.

BRIEF DESCRIPTION OF ACTIVITY

(Describe the activity IN FULL. Please attach a budget identifying expenses and estimated profit if money is involved).

APPROVALS: (Signature indicates approval. Obtain signatures in the order indicated.)

1. Leadership (Mr. Fenderson): _____ Date: _____

2. SLC Administrator: _____ Date: _____

3. Supervision/Security (Mr. Dovlatian): _____ Date: _____

Supervision: Activity will be supervised by the teachers who have signed below: (attach any additional names)

A. _____ B. _____ C. _____ D. _____

4. School Police: _____ Date: _____

* 5. Finance (Ms. Jalos): _____ Date: _____

6. Cafeteria Manager (Mr. Galicia): _____ Date: _____

7. Stage Technician/AUD (Dr. Sannah): _____ Date: _____

** 8. Athletic Permits (Mr. Grijalva) _____ Date: _____

9. Plant Manager (Mr. Muniz): _____ Date: _____

* Fundraiser activities require approval and/or clearance from the Student Store.

** Events scheduled on weekday evenings or weekends for the gym/athletic fields require approval and/or clearance.

Approved By: _____ Date: _____ Entered on Master Calendar: _____
Mr. Sam Dovlatian, Assistant Principal Mr. Salvador Hermosillo
Title 1/EL Coordinator