

NOBEL CHARTER MIDDLE SCHOOL ACTIVITY APPROVAL FORM

To obtain approval for an activity, the **SPONSOR** of the activity must submit this form to **Floyd Weldon** in the **Main Office**, no later than **three weeks** prior to the requested date.

IMPORTANT: If request is for a Fundraiser, contact the **Leadership Advisor** for appropriate forms; **Principal** approval must be obtained in advance.

Note: If activity requires a **Student Pullout List**, it must be submitted to Administration for approval and distributed to teachers at least **three weeks** prior to activity.

TYPE OF REQUEST:

- Assembly/General Event
- Room Request
- Club Activity
- Other _____

Today's Date _____

Date Received in Admin _____

Contact Person _____

Organization/Club _____

Email Address _____

Telephone Number _____

ACTIVITY DATE(S) _____

TIME: Begin _____ End _____

PERIODS _____

ACTIVITY DESCRIPTION*: _____

FACILITY REQUESTED: Room # _____ Library MPR Quad Gym
 Other _____ (Stage lights needed in MPR? YES NO)

EQUIPMENT NEEDED: TV DVD Player LCD Projector Document Camera Screen
 Laptop Computer CD/MP3 Player Microphone/Sound System Internet Access
 6' Tables # _____ Chairs # _____ Other _____

Special services needed?* (Custodial, supervision, etc.) _____

Custodial hours (include .5 prep and .5 cleanup) Start: _____ End: _____ Total hours: _____

Funding Source: _____ Approved: _____ Date: _____

Leave this section blank

ADMINISTRATION APPROVAL: YES _____ Date _____

Initials _____ NO, REASON _____

Resubmit with additional info: _____

Original to be filed in Main Office (Phillips)

Copies to: **Originator** Tech (Soderstrom) Leadership Supervision Financial Manager
 Plant Manager Calendar Cafeteria Library Other _____

Note: All bulletin notices and PA announcements are the responsibility of activity sponsor. The supervising administrator must approve all substitute coverage.

***Use back of form if more space is needed (please sketch layout of seating, tables, etc.)**

STAGE