KING WILLIAM COUNTY PUBLIC SCHOOLS
NON-FUNDRAISING ACTIVITY REQUEST FORM

All school-related activities **must be approved for inclusion on each school calendar by formal submittal of request, using this form**. This form and any related attachments should be submitted to the building principal who will forward the request to the Lead Director of Human Resources for final approval and processing. This form shall be submitted a **minimum of <u>two weeks</u> before the proposed activity.**

Date Submitted: _____

PART I – ACTIVITY INFORMATION (Completed by SPONSOR; type or black ink)

1. ORGANIZATION_____

2. DESCRIPTION OF ACTIVITY_____

_____

_____

3. DATE OF ACTIVITY *(Before selecting your date(s), you must check the master calendar for availability)*

Date(s) OF Activity: Beginning on _____ Ending on: _____
If this activity involves an agreement between your organization and a company, a copy of the agreement must be attached.

4. LOCATION
Please state location where you would like this activity to take place _____

_____

5. ACTIVITY SPONSOR (staff or faculty)

Declaration: I am responsible for and will supervise this activity; for use of facility; and clean up after event.

Name _____ Signature _____ Phone_____

PART II - APPROVALS AND PROCESSING

Principal's Recommendation, Signature, & Date

( ) APPROVED ( ) DISAPPROVED _____

SIGNATURE **DATE**

Lead Director of Human Resource's Recommendation, Signature, & Date

( ) APPROVED ( ) DISAPPROVED _____

SIGNATURE **DATE**

NOTE: ***After approvals and processing, copies of this document will be returned to the Activity Sponsor for final arrangements.***

7/2018