

## School Event Proposal

### Unionville High School

All events planned at UHS must be submitted using this proposal form. Please complete **at least one week prior to an event**. Events are considered on a first come, first serve basis so submitting requests earlier in the year will increase your chances of approval. Place completed forms in Mrs. Schmidt's mailbox in the main office.

For club events, once approved by administration, all forms will be given to Student Council to be considered at the next council meeting. If a club representative is not present to answer questions about the event, it will not be approved. Once approved by USAC, this form will be returned to your teacher advisor.

Club Name	
Teacher Advisor(s)	This teacher(s) will be responsible for organizing the event, collection and deposit of any funds, as well as supervision of the event.
Executive Member(s)	
Number of events already held	

### Event Information:

Name of Event\Activity		
Date		
Time	Consider club member availability. Students must use lunches or spares to run events and should not be signed out of class.	
Student Contact Information (Name, Phone and E-mail)		
Charity Supported (if applicable)		
Funding Requested if any ( in \$)	Include breakdown of anticipated expenses on reverse.	
Facility Required (ie. field, gym, caf)		Facility Approval:
Resources Required		
Outline of Event (attach additional information if necessary)		

FOR CLUB EVENT PROPOSALS: Representatives are responsible to attend the **next** USAC meeting (Monday's after school, Room 239), once your proposal has been submitted to Administration, to have it discussed by Student Council.

The following is to be completed by Teacher advisor, student council and administration only.

Teacher Advisor's Signature: \_\_\_\_\_

Vice Principal's Signature: \_\_\_\_\_

### Club events only:

Approved by Student Council    Y/N    signature: \_\_\_\_\_

**Anticipated Expenses:**

Receipts for expenses must be submitted to the main office by the Teacher Advisor for reimbursement.

**Anticipated Revenue:**

All monies collected must be submitted to the main office by the Teacher Advisor at the conclusion of the event. In the case of an event that occurs over a series of days, daily deposits must be made.

Events should be organized in a cost recovery manner. Ensure that your revenue will equal or exceed (in the case of a fundraiser) your expenses.

**Anticipated Revenue - Anticipated Expenses= \_\_\_\_\_**