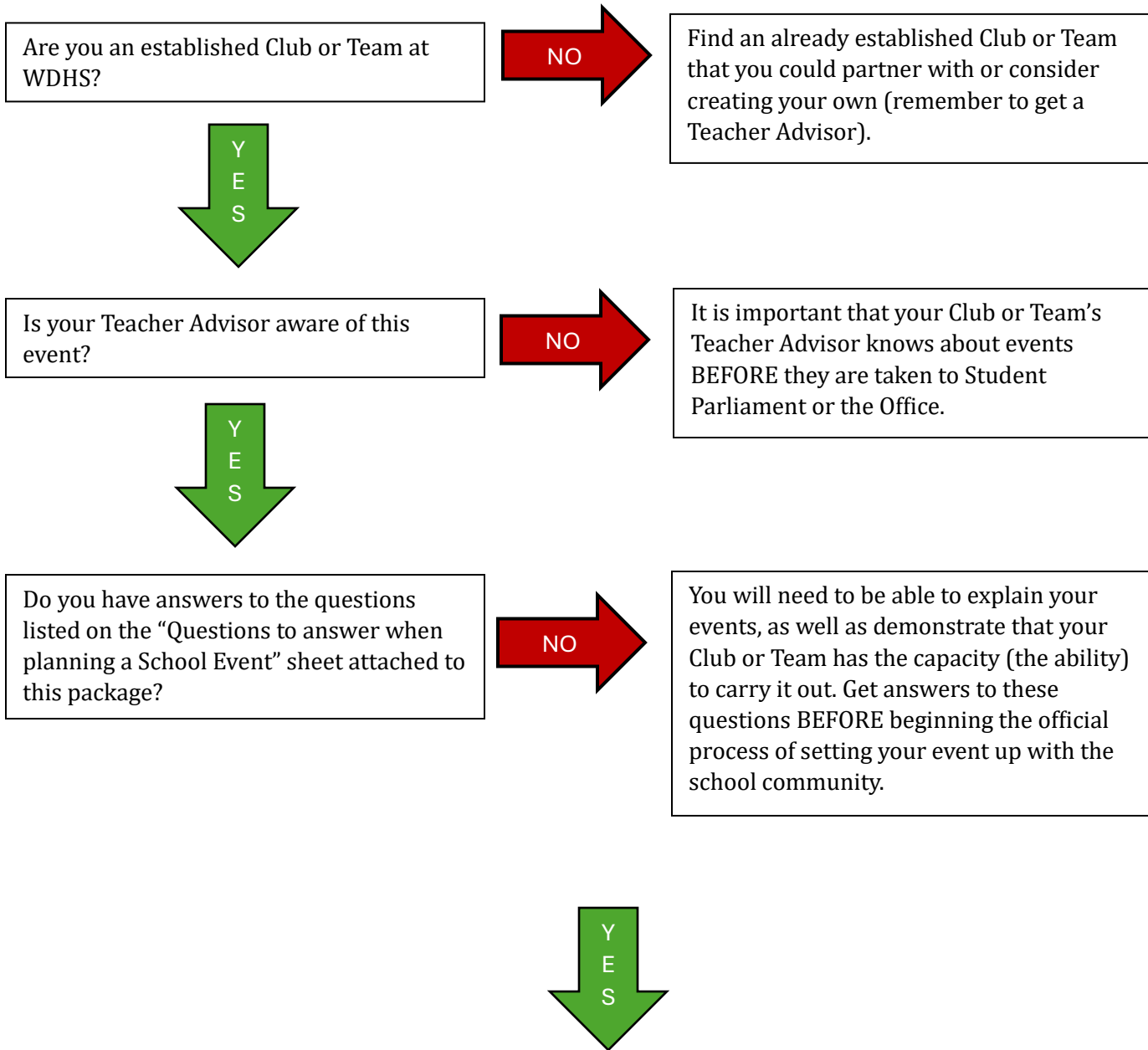


Planning an event at WDHS



Step One: Inform Student Parliament. You can do this by informing the Minister of Events (Maya Bussink).

Step Two: Submit an "WDHS Student Event Planner" (see hardcopy in this package). Wait to hear from the Office (Ms. Gokhale handles all school events) if your event is approved and has been added to the school calendar before proceeding. Link:

<https://forms.office.com/r/jAgCs7NTTn>

Step Three: Begin setting up your event! [turn over and see the back of this sheet]



Important things to keep in mind for school events:

Do you need space in the school for your event?



YES – check with Ms. Maugeri (Head Office Administrator) to ensure that you can use that space.

Is your event during school hours (8:00am – 2:30pm)?



NO – You made need a permit in order to run an event outside of school hours. You're your Teacher Advisor check with Ms. Maugeri (Head Office Administrator) to ensure that you have completed the necessary paperwork.

Does your event require assistance from Mr. McEwen and the ComTech Students?

YES – Make sure you have spoken to Mr. McEwen well before (at least a week) your event with a clear idea of your needs.

Do you need anything set up by the custodial staff?

YES – Make sure you touch base with the Custodian Staff well before (at least a week) your event to make sure that they know what needs to be set up.

Do you need the bleachers out in the gymnasiums?



YES – This requires a work order to be filled out. Check with Ms. Maugeri (Head Office Administrator) to ensure that the necessary work order is completed – this should be done as soon as possible.



Are you charging students a fee?

YES – If you are charging students a fee it is important that you inform the WDHS Student Parliament, as well as the school administration, so that they know about your efforts and that your event meets the policies established by the HWDSB.

The Office is not responsible for providing clubs or teams with a float – if you need one, please touch base with Ms. Maugeri (Head Office Administrator).

If you need to set up *Schoolcash Online*, there is a form you will need to fill out in the main office (please see Ms. Howard).

SCHOOL CASH ONLINE

Template for an Event/Activity

Whenever you have an upcoming event, trip or activity, please answer the 10 questions below. Submit this completed form to the school Office Administrator _____ AT LEAST one week prior to the date you wish your event to be posted online.

Today's Date: _____

		Example	
1	Name of Event	Apple Orchard Trip	
2	Date of Event	Tues, Oct 2/15, Every Monday from April 1 – June 20	
3	Description	Date, Time, Bus Departs, Bus Returns, Pack a Lunch, Rain or Shine (4000 characters)	
4	Date to Display Event on Parent Site	ASAP or Monday, Sept 17/15	
5	Date to Remove Event from Parent Site	Mon, Oct 1/15 – one week in advance of event where possible	
6	Cost to Advertise to Parents	Total cost including admission, bus, etc.	
7	Deposit Category	Field Trips, Science Club	
8	Group of Students attending	Grade 2, Basketball Team, Choir, Band, Art Course	
9	Estimated Number of Students	24 Students	
10	Event Supervised/Organized By	Teacher, School Council Member, Coach	

Principal Signature _____ Date _____

This form is usually printed on blue paper.

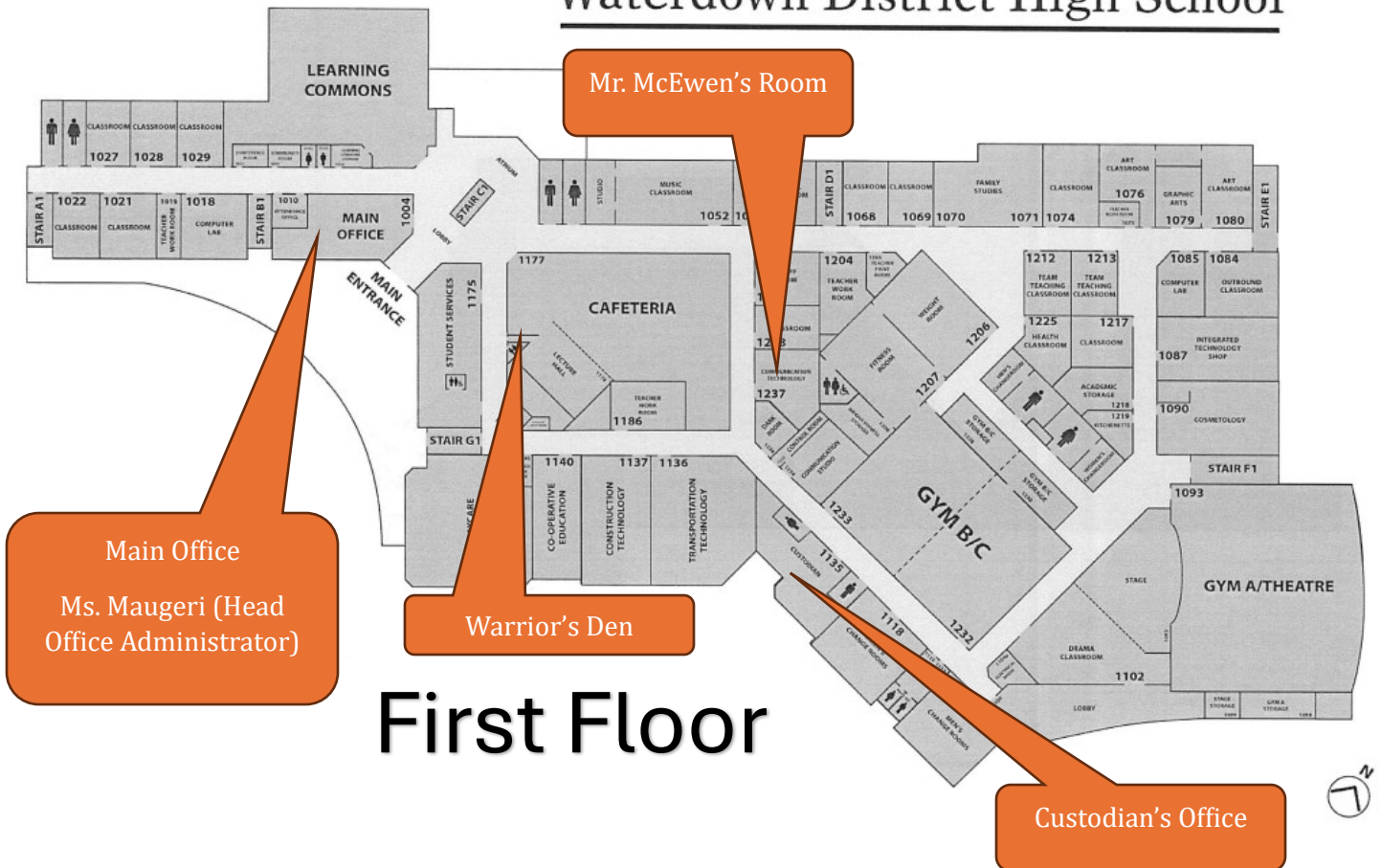
Do you require funding from Student Parliament?

YES - School Clubs and Teams can apply to Student Parliament for funding generated from events run by Student Government. For any interested groups, please see the application forms posted on the Student Parliament Webpage at www.waterdowncivics.org.



Where do I go?

Waterdown District High School



First Floor

Important Emails:

Ms. Gokhale (Vice Principal, Events Coordinator for WDHS): agokhale@hwdsb.on.ca

Mr. Tidridge (Student Parliament Teacher Advisor): ntidridg@hwdsb.on.ca

Mr. McEwen (ComTech Teacher Advisor): wmcewen@hwdsb.on.ca

Mr. Catanyag (Head Custodian): dcatanya@hwdsb.on.ca



Questions to answer when planning a School Event

WHO

- Who is involved?
- Do you require teachers/admin? (If you are running a dance you will need to ensure that you have the required number of staff – please see the office for advice. As well, do you require security?)
- Do you have to contact outside instructors/teachers?
- Who is your group leader?
- What are the jobs of the other people in your group?
- Do you need the rest of the class to help you?
- Does your activity displace WDHS students? If yes, how will you handle that?

WHAT

- What is the activity planned?
- Is it explained well?
- Are there different components/sports to the activity?
- Will there be food?
- Are there any safety concerns?
- Is there a cost associated?

WHEN

- Date? Time? (Remember to not schedule events during the exam period, quiet week or religious holidays. To avoid conflicts with other events, it is a good idea to consult with the Student Parliament Minister of Events)
- Does it affect the school times?



- Events scheduled outside of the traditional school day (8:00am-2:30pm) may require a work permit. (Consult with the Office)

WHERE

- Where in the school will your event take place?
- Do you have permission to use that space? If not, who do you have to ask to get permission?

HOW

- What are your plans to execute this activity? Do you have a timeline?
- How are you dividing up the jobs that need to be done?



WDHS Student Event Planner

Thanks for organizing a school event!

Please submit a separate planner for each individual event. All events must be approved by administration in advance. Special Events Protocol applies to events including dignitaries.

Please submit as far in advance as possible. Provide 48 hours for a response from Admin (with approval or more questions).

Hi, Nathan. When you submit this form, the owner will see your name and email address.

* Required

1. Name of event *

Enter your answer

2. Brief event description (overview and purpose). Specifics (eg. time, place, etc.) are included later. *

Enter your answer

3. Club/Group organizing *

Enter your answer

4. Staff Advisor for Club/Group *



5. Student Organizer(s) - primary contact(s) for this event *

Enter your answer

6. Proposed Event Date *

Please input date (M/d/yyyy)



7. Proposed Time (include start and end time) *

Enter your answer

8. Are any dignitaries (special guests) invited? (If yes, there is an additional form that requires completion - please see a VP) *

Yes

No

Maybe

9. School day schedule change request? *

Yes

No



10. If you answered "yes" to #8, please provide details below.

Enter your answer

11. Location(s) of Event *

Enter your answer

12. How will the event be advertised? Be specific (i.e., student parliament instagram). *

Enter your answer

13. Set up time *

Enter your answer

14. Clean up time *

Enter your answer

15. Confirmation that Caretaking has been made aware in advance of any needs. *



16. Is a permit required (any school use after 6 pm or weekend use any time)? If yes, please speak directly with VP or P to ensure this is submitted in advance. *

Yes

No

17. Confirmation that staff advisor has entered the event on school calendar. *

Yes

18. If using gym, permission has been granted by PE staff member?

Yes

19. If using stage, permission has been granted by Arts' staff member?

Yes

20. Student Parliament should be made aware in advance of any school events. Please notify who was spoken to and when. *

Enter your answer

21. Student participant cost *



22. Any need for student cash online have been submitted in advance with Office Staff. *

Yes

N/A

23. Teacher supervisor(s) for event. *

Enter your answer

Send me an email receipt of my responses

