

Marguerite Christian Elementary School Activity / Event / Comm Request Process

Date	Description of Revision	Author	Approval Date	Approved by Name & Title
10/29/14	Procedure Creation	Kate Ashman		
11/4/14	Updates made based on Mrs.Lenz's feedback	Kate Ashman		
11/7/14	Updates made based on Sherell Barber's feedback	Kate Ashman		

Overview

This procedure documents the process for requesting and gaining approval for events, activities or communications sponsored by the PTA and not sponsored by the PTA

Prerequisites

- No prerequisites apply
- Anyone can submit a request for an event, activity or communication

Procedure

- 1.0 Request time period
 - 1.1 All requests must be submitted 8 weeks prior to the event in order to obtain all necessary and required approvals
- 2.0 Request process
 - 2.1 The activity / event / communication request form must be completely filled out by the person wanting to host or introduce an idea to the school or the PTA
 - 2.2 The completed form is submitted to the front office manager, Sherell Barber, who delivers the request to the appropriate leader
 - 2.2.1 School Principal for events / activities not sponsored by the PTA
 - 2.2.2 PTA President for events / activities where the PTA is being asked to be the sponsor
- 3.0 Approval Process
 - 3.1 For events not being sponsored by the PTA
 - 3.1.1 MCES Principal will review the request and work with her staff to determine approval and define a leader / responsible resource to organize and drive the event
 - 3.1.2 MCES Principal will provide a response on the form and return to the front office manager, Sherell Barber, who will contact the requestor and notify them of the decision along with any conditions of satisfaction
 - 3.2 For event being sponsored by the PTA
 - 3.2.1 PTA President will review the request and place on the agenda for board approval in the upcoming meeting
 - 3.2.1.1 If time is of the essence the PTA President will share the request with the PTA board via email and an email vote will be taken to determine approval and define a leader / responsible resource to organize and drive the event

- 3.2.2 PTA President will contact the requestor and notify them of the decision along with any conditions of satisfaction

Controls

- 4.0 Copies will not be placed in mailboxes without a copy of the approved request form attached. This is applicable to events not sponsored by the PTA and those sponsored by the PTA.
- 4.1 In the event there is a debate the office staff will contact the following
 - 4.1.1 School Principal for events / activities not sponsored by the PTA
 - 4.1.2 PTA President for events / activities where the PTA is being asked to be the sponsor