

# ACTIVITY PROPOSAL SHEET

## Windsor High School



- ASB and Administration must approve all WHS activities before they may take place.
- All WHS activities must be supervised by a School Official and must attend entire event (including set-up and clean-up).
- An **In-House Facility Request** must be submitted in order to use any WHS facilities.

Date \_\_\_\_\_ (Activity Proposals must be submitted a min. of **2 weeks** before proposed activity)

To: ASB/ASB Advisor

From: \_\_\_\_\_ (Club/Group Name)

\_\_\_\_\_ (Student Contact Name)

\_\_\_\_\_ (Club/Group Advisor)

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_ (Supervising Adult)

If different from Advisor

\_\_\_\_\_  
*Supervising Adult's Signature*

Type of Activity: \_\_\_Lunchtime Activity \_\_\_Music/Band/DJ \_\_\_Dance \_\_\_Rally/Assembly \_\_\_Field-Trip

\_\_\_Fundraiser\* \_\_\_Other: *describe* \_\_\_\_\_  
(\*Food sales held during school hours must have prior approval from Kitchen Manager. Signature required below)

Name of Activity \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_

Time of Event \_\_\_\_\_ Set-up time: \_\_\_\_\_ Clean-up time \_\_\_\_\_

Description of Activity \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_ (An **In-House Facility Request** must be filled out for all WHS facilities)

Will tickets be needed? \_\_\_No \_\_\_Yes (Ticket Prices: \_\_\_\_\_ w/ASB sticker \_\_\_\_\_)

Is a custodian needed for this Activity? \_\_\_No \_\_\_Yes Time(s): \_\_\_\_\_

Reason(s) needed: \_\_\_\_\_

Are chaperones needed for this Activity? \_\_\_No \_\_\_Yes (All major WHS events (dances, field-trips) require chaperones)

Number of Chaperones needed: \_\_\_\_\_ **\*\*Attach a list of secured chaperones with signatures\*\***

-----**DO NOT WRITE BELOW THIS**  
**LINE**-----

### *Approval Signatures*

\_\_\_\_\_  
ASB Advisor

\_\_\_\_\_  
ASB President/Representative

\_\_\_\_\_  
Kitchen Manager (if applicable)

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM TO THE ASB ADVISOR/STUDENT ACTIVITIES  
DIRECTOR**