

John H. Francis Polytechnic High School

Master Calendar Request 2019-20

Before making a request, please first check for availability of requested date, time, and location by checking Poly's online MASTER CALENDAR on the school website (Go to "About" tab, then choose "Master Calendar").

Activity: _____ Club/Organization: _____

Activity Date: _____ Sponsor: _____

Activity Time: _____ to _____ (Email: _____)

Set Up Time: _____ to _____ (Phone#: _____)

- In addition to the **Master Calendar**, would you like your event also featured on the **FrontPage Calendar**, a separate calendar featured on the left section of the Poly homepage? (FrontPage calendar is reserved only for events that apply to all Poly stakeholders) Yes No
- If you are expecting visitors during school hours, please complete separate "Visitor and Guest Speaker Form" (submit to Ms. Hiss)

INDOOR	REQUIRED SIGNATURE(S)
<input type="checkbox"/> AUDITORIUM	<input type="checkbox"/> Ms. Groskin (Theatre) _____
<input type="checkbox"/> CAFETORIUM	<input type="checkbox"/> Ms. Galvez (Café. Mgr.) _____ <input type="checkbox"/> Mr. Balian (Plt. Mgr.) _____
<input type="checkbox"/> LIBRARY	<input type="checkbox"/> Ms. Blackwell (Lib.) _____
<input type="checkbox"/> PARENT PD ROOM	<input type="checkbox"/> Ms. Y. Pleitez (Title I) _____
<input type="checkbox"/> ROOM 61 – CONFERENCE ROOM	N/A
<input type="checkbox"/> FACULTY CAFETERIA	<input type="checkbox"/> Ms. Galvez (Café. Mgr.) _____
<input type="checkbox"/> ROOM(S): _____	<input type="checkbox"/> Mr. Balian (Plt. Mgr.) _____
<input type="checkbox"/> BLUE GYM	<input type="checkbox"/> Mr. Cerna (Ath. Dir.) _____
<input type="checkbox"/> GOLD GYM	<input type="checkbox"/> Mr. Balian (Plt. Mgr.) _____
OUTDOOR	REQUIRED SIGNATURE(S)
<input type="checkbox"/> POLYGON	<input type="checkbox"/> Ms. Calzada (Leadership) _____
<input type="checkbox"/> SENIOR GLADE	<input type="checkbox"/> Mr. Colon (Sen. Gl.) _____
<input type="checkbox"/> BASEBALL FIELD	<input type="checkbox"/> Mr. Ziehler (Ath. Dir.) _____
<input type="checkbox"/> SOFTBALL FIELD	<input type="checkbox"/> Mr. Balian (Plt. Mgr.) _____
<input type="checkbox"/> FOOTBALL FIELD	
<input type="checkbox"/> OTHER	Please ask for required signatures.

OTHER SPECIAL ARRANGEMENTS	REQUIRED SIGNATURE(S)
If you require any technology equipment/support →	Technology Office: _____
If you require any room setup/clean up →	Plant Manager: _____
Equipment: _____ # of Chairs _____ # of Tables _____ Sound System _____ Microphone _____ Projector Other: _____	Draw diagram of set-up below: (As the event nears, it is your responsibility to follow up and remind appropriate personnel of requested equipment and set up.)

RETURN COMPLETED FORM TO THE SLC CENTER (RM. 95), THEN CHECK ONLINE MASTER CALENDAR IN 2 DAYS FOR CONFIRMATION.

John H. Francis Polytechnic High School

Master Calendar Request 2019-20

The purpose of this form is to reserve a room/space on campus for a specific date and time on the Master Calendar.

Poly's website is a good media to engage the Poly community and share information on campus events. As part of the school website, a Google calendar feature has been added to the homepage of the Poly website that will spotlight significant events or activities. The school's master calendar is filled with routine, general purpose activities that are important to the school and used for internal purposes. Not all events are worthy of showcasing to all stakeholders. Teachers and staff may request that the event also be featured on the FrontPage calendar of the school website using this form.

Fundraising activities should be approved and signed at least four weeks prior to your activity. All fundraisers and activities must follow district student body policies and procedures. You must submit a completed copy (processed through Leadership) of the "Application for a Club Activity Fundraiser" along with your Activity Sheet/Calendar Request.

Non-School Hour Events must have appropriate supervision. Depending on the event, you may need to request the presence of an Administrator, Campus Aides, Chaperones, and/or School Police.

Athletics must have separate approval from the Athletic Director (Mr. Ziehler) for tournaments and games.

Field Trips require additional forms to be completed and approved prior to being scheduled on the Master Calendar. See instructions located on Schoology Faculty Handbook or Ms. Marixa Pleitez for field trips.

Restrictions:

- As voted by Governance Council, **four** days prior to and including finals days will be activity-free.
- Activities may not be held during testing (SBAC, AP, Final Exams, etc.)
- Club & Council Activities should not be held during instructional time
- Food & candy sales are not permitted on campus

Procedures:

1. Before making a request, please first check for availability of requested date, time, and location by checking Poly's online MASTER CALENDAR on the school website (Go to "About" tab, then choose "Master Calendar").
2. Complete form and submit to the SLC Center (room 95). Keep in mind that student activities require advanced approval.
3. Please check the Master Calendar online in two days from submission date to ensure the event was approved and posted successfully. If the location and/or time are not available, or you are missing signatures, you will be notified as soon as possible.
4. As the event nears, it is your responsibility to follow up and remind appropriate personnel of requested equipment and set up.