

SCHOOL COMMITTEE POLICIES

AMESBURY PUBLIC SCHOOLS

MASTER CALENDAR REQUEST FORM FOR FUNDRAISING OR OTHER EVENT

IGDF-E

Prior to adding any fundraiser or other event to the calendar, proper signature from the building Principal, notification to the Superintendent of Schools and adherence to School Committee policy IGDF must be met. You will be notified of the approval, rejection or any conflict with the date of your event. In the case of a conflict, the Superintendent will take steps to resolve the conflict.

Name of the individual, group or organization requesting event to be added to the Master Calendar: _____

If this event will require use of a school department facility, please indicate which facility in the box(s) below:

HMS AES CES AMS AHS Academy Other _____

If this fundraiser or event needs to take place indoors, please indicate what room/area of the above facility you will need:

Library Cafeteria Auditorium Gym Other _____

Name and description of the fundraiser or event: _____

If this is a fundraiser, what are the dates?: From: _____ To: _____

If an event, what is/are the date(s) and the time the event will take place?: _____

Contact Name for fundraiser or event: _____

Telephone Number(s) and e-mail address: _____

If a fundraiser, what percentage of amount raised will directly benefit the fundraising project: _____

How will the funds raised be used: _____

This form submitted by: _____ Date: _____

Principal's Signature: _____ Date: _____

For Amesbury Public Schools Use Only – Do NOT write below this line

Approved by Principal **Rejected by Principal**

CONFLICT– Send this Form to Superintendent for Resolution or Rejection

Resolution of Conflict _____

No Resolution – Rejected by Superintendent

Added to Master Calendar on School/Town Website