



5041.2 Activities and Events Administrative Regulations

Effective Date: June 5, 2020

JCS-Inc. Administrative Regulations

Procedure:

1. The Educational Facilitator, or at sites the Academy Coordinator, submits the Event Request Form to the Administrative Assistant of their Assistant Director on behalf of the individual or group wishing to sponsor the event.
2. The School Director and/or School Principal will review the request and either approve or reject it. If a request is rejected, reasons will be given on the form. A request will be approved in written form, either by email confirmation or signed approval.
3. When a specific date is selected, the event will be placed on the Master Calendar by the School Director, School Principal, and/or the School Site Secretary.
4. At least 30 days prior to the event, an Event Plan with the Event Checklist and all required documents must be submitted to the School Director and/or School Principal. The Event Plan and parts of the Plan may be submitted earlier, but the Plan in its entirety must be finalized by the 30-day deadline.
5. If a complete and adequate Plan is not submitted, approval of the event will be revoked.
6. If an event is postponed or canceled, the School Director and/or School Principal must be notified.
7. The administration has the authority to create guidelines or procedures for events that organizers of the event must adhere to.
8. Any communication – flyers, e-mails, or web postings should first be approved by the School Director and/or School Principal before disseminating.
9. Within 3 days of the conclusion of an event, an event reflection form will be submitted to the School Director and/or School Principal.

Original Procedure 09/12/08

Revised Procedure 06/05/2020