

BERNARDO HEIGHTS MIDDLE SCHOOL – ACTIVITY REQUEST
SUBMIT AT LEAST 2 WEEKS PRIOR TO ACTIVITY DATE
Please print and complete

- Submit this form for all activities other than field trips. For **FIELD TRIPS**, please use the “Field Trip Approval” form, on the BHMS web page under Field Trip Procedures, and follow the instructions.
- Parent Permission slips need to be completed when required.
- If this activity involves any monetary transactions, it is your responsibility to contact Jane Sahagian **2 WEEKS in advance** to make sure you have completed all the necessary paperwork and arrangements.

TODAY’S DATE: _____ GROUP: _____ ADVISOR: _____

1. **DESCRIPTION OF ACTIVITY:** _____

2. **FACILITY REQUESTED*:** Gym MPR Other _____

*(*If after school hours, you must also submit an On-line Facility Request)*

3.

DATE(S) OF ACTIVITY	DAY(S) OF WEEK

SET-UP TIME:	AM	PM
BEGIN TIME:	AM	PM
END TIME:	AM	PM
CLEAN-UP TIME:	AM	PM

4. Will you need a **CUSTODIAN** to set up for the activity? **Yes** **No**

Chairs How many _____ Formation _____ *(attach drawing if necessary)*

Tables How many _____ Formation _____ *(attach drawing if necessary)*

Podium Microphone A/C Sound System

Multimedia Cart (Lap Top/LCD Projector/Docucam/VCR)

5. **NUMBER of STUDENTS:** _____ **NUMBER of ADULTS:** _____

6. **SUPERVISION:** Advisor Administrator Parent Volunteers Other

REQUESTER SIGNATURE

Please fill out and sign this form, then give it to Gina Stellwagen. When an administrator approves your activity, you will receive a signed copy of this request.

APPROVED **DISAPPROVED**

DATE

ADMINISTRATOR SIGNATURE