



# Activity Application

(Due 15 days prior to activity)

## Step 1: Omar Del Cueto, Principal

1. Title of the Event: \_\_\_\_\_

2. Staff member coordinating event: \_\_\_\_\_

3. Type of program/activity: \_\_\_ All School \_\_\_ 6<sup>th</sup> \_\_\_ 7<sup>th</sup> \_\_\_ 8<sup>th</sup> \_\_\_ Assembly \_\_\_ Other: \_\_\_\_\_

4. Facility requested : \_\_\_ Aud. \_\_\_ Library \_\_\_ Student's Café \_\_\_ Teacher's Café \_\_\_ Quad \_\_\_ Field \_\_\_ Other: \_\_\_\_\_

5. Date(s) / time: a. Of Activity \_\_\_ / \_\_\_ / \_\_\_

b. Of Rehearsal \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_ : \_\_\_

c. Checked calendar with Mr. Clemmensen? \_\_\_\_\_

## Step 2: Omar Del Cueto, Principal

6. Schedule \_\_\_ ASSEMBLY \_\_\_ SPECIAL [attach Special schedule request]

7. Number of participants: \_\_\_\_\_ x class periods lost per participant \_\_\_\_\_ = \_\_\_\_\_ Total periods lost

8. Please provide the educational justification for this program:  
\_\_\_\_\_

9. Approval of Shared Decision Making Council:  
\_\_\_\_\_

Dorothy Phillips, UTLA Chair
Omar Del Cueto, Principal

## Step 3: Michelle Keller, Assistant Principal

10. Class coverage needed: \_\_\_ YES \_\_\_ NO FUNDED BY \_\_\_\_\_

11. Supervision. To be arranged by: \_\_\_\_\_

TEACHERS PARTICIPATING	DUTIES/AREA OF SUPERVISION
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

12. Funding needs and source: \_\_\_\_\_

13. Bus transportation needed: \_\_\_ YES \_\_\_ NO [6 weeks advance notice needed]  
Application for Curricular Trip and LAUSD Student Trip Approval obtained from **Ms. Chin or VNMS website.**

14. **JIM CLEMMENSEN** WILL GIVE CALENDAR CLEARANCE AND WILL PLACE CHECKS BY THE NAMES OF PEOPLE WHOSE INITIALS ARE REQUIRED.

___ Class Coverage - Rosario Hayes	___ SAA - Rosario Hayes	___ Audio Visual ~ Mr. Mark Hayes
___ Supervision ~ Mr. Rosales FYI	___ Financial Mgr. ~	___ Sound System ~ Mr. Hyatt - FYI
___ Buses ~ Ms. Chin	___ Plant Mgr. ~ Mr. Olivares	___ Leadership ~ Mrs. Ogbuagu
___ Library ~ Ms. Preston	___ Cafeteria ~ Mr. Grisanti	___ Yearbook ~ Ms. Deatrick
___ PE ~ Mr. Banke	___ Other: Jason Hayes, Drama _____	

I agree to remove all decorations and to replace furniture [except unusually heavy objects] back to original position.  
**PLEASE NOTE:** All decorations must be fireproof and no cellophane tape, staples, glue or stickers are to be used on doors or walls.