Bring contract to Mr. Rincon to check for facility availability and have a few dates as options- 1 month in advance- fill out facility request form

See Mrs. Good to reserve your time on the senior calendar with Ms. Taylor, first-come, first-served

Get contract from English teacher to fill out with important information- must have certified employee chaperone, and turn in to teacher at least a month in advance

Secure fundraising month with Ms. Taylor (Mrs. Good’s secretary)

Get signatures from club sponsors or coaches, English teacher and Mrs. Good

See Mrs. Good to reserve tables in the cafeteria on the school calendar (Ms. Taylor) from 1 day to 2 weeks timeframe to commit to dates- at least 1 week in advance

Get contract from English teacher and fill out with important information- aligned to clubs or teams- and turn in at least a month in advance to teacher

Turn in all contracts with proper signatures to English Teacher during BGB conferences

Hang in school for a designated time frame (limit) prior to 4th quarter and remove when done

Check with Mr. Rincon and the custodians to assure tables are ready on your days

See Mrs. Good for a signature confirming approval at least 1 week prior to posting

Submit a draft of your poster with facts cited to your English teacher for approval

Awareness Campaigns- Lunch Tables (One per day- reserved)

In-school fundraisers

(1 per month max)

Events using school facilities

(Upon availability)

Awareness Campaigns- Posters

(limit on time posted)