



In-Person Activity Approval Form

Faculty sponsors should complete the following information and submit this to Mr. Routh TWO WEEKS prior to any club sponsored events that will occur with students in person. This form is not necessary for virtual events and does not apply to fundraisers. Fundraising forms should be completed as they have been in the past.

Faculty Sponsor: _____

Club: _____

Name of Event: _____

Date: _____

Time: _____

Location: _____

Number of students: _____

Number of staff: _____

Discuss how you will incorporate COVID-19 protocols to keep students/staff safe during the event (mask use, social distancing, etc.).

Will there be students from outside of our building attending the event? How will you assure safety?

Will there be non-staff adults attending the event? How will you assure safety?

Administrative Use Only

Approved

Not approved
