



Vikings



Student Event Request Form

Step 1: Visit the United Federation of Clubs (UFC)

- If your club or team would like to host an event in the school the first step is to visit the United Federation of Clubs in order to get their approval and confirm date availability for the proposed event. UFC meets at lunch in the gallery on the first Monday of every month.

Step 2: Visit the Admin Team

- Once permission for the event is obtained from the UFC the next step is to visit Admin team to get the event approved. To make an appointment to see the Admin Team visit the office (room 115) and notify Ms. Scaccia. Fill in the last page only of this form.
- Admin team meets every Wednesday morning at 8am in room 219.
- You will need to present your Student Event form to Admin team. This form can be found on the school website under **school info -> documents -> Student Event Request Form**
- Bring **two hole-punched copies** of this form to Admin team.
- A representative from Student Government will be at the meeting and will add your event to the school calendar if it is approved.

Step 3: Things to keep in mind when planning your event

Publicity for Events:

- For every event that a club hosts in the school there is a limit of 40 letter sized pieces of poster paper that a club may post in both the North and South buildings combined.
- Clubs must ensure that all publicity for events must be removed immediately following the event (on the same day)
- There is to be no club/team publicity posted outside the walls of the school, inside washrooms, on windows, covering any artwork inside the school.
- One large banner may be made per event (Max length 100-150cm)

If your club will be hosting an event which involves selling food:

- The food must meet the district's healthy food guidelines
- The food must be prepared with respect to Foodsafe.
- Both North **and** South Building cafeteria workers must be notified in advance so they can adjust their food preparation for the duration of the event
- If you plan to use a BBQ you must arrange for propane to be delivered from the district the day of the event though the office and a fire extinguisher must be present throughout the entire BBQ.

Use of Supplies/Booking Room 116

- There are some supplies available in room 116 for clubs to use in room 116 such as paper and paint provided that they are obtained by the sponsor teacher to ensure that supplies are not wasted.
- If your club wishes to use room 116 the teacher sponsor must be present with them in the room supervising them to ensure that supplies are not misused and the room is properly cleaned when students are done.
- If your club wishes to borrow other supplies such as paintbrushes, scissors, tape, felts, etc... the sponsor teacher of the club will need to arrange to borrow them from another teacher. These supplies will not be given to students. They will only be loaned to staff to ensure that they are returned.
- Any posters or items created for events must be removed from room 116 and not left on the tables or it will be recycled

What is the United Federation of Clubs (UFC)?

At Burnaby North Secondary there are many different clubs, teams, and student groups. In order to facilitate communication and coordination between all of these different groups there is an overarching body of clubs, the United Federation of Clubs. This group is chaired by the Vice-President of Student Government and consists of one member of every club at the school. This group meets on the first Monday of the month. One of the honorary members of Student Government will act as secretary to the UFC taking minutes and creating an agenda for each meeting. All other members of the club will be executives. Each executive will get one vote for decisions to be made at UFC Meetings.

TURN OVER FOR FORM.....



EVENT NAME: _____ APPROVED EVENT DATE: _____

BURNABY NORTH SECONDARY SCHOOL
Student Event Request Form

Proposed Date: _____ Time: _____ Location: _____ Approved: _____

(UFC Chair)

Name of Group: _____ Sponsor Teacher(s): _____

Names of students presenting: _____

Event Description: _____

Purpose of Event: _____

Further details:

- Names of Supervising Teachers:

- Preparation and Cleanup

- Advertising

- Equipment

- Other

Next steps:

- Bring two copies of this form to the Admin Team Meeting on Wednesday mornings at 8:00 am in room 219
- Please attach any further supporting documents

PENDING:

APPROVED:

DENIED: