



EVENT/FUNDRAISER REGISTRATION FORM

Form must be completed minimum of two weeks prior to event, no exceptions.

1. Find a staff member to be the advisor and get signature. If you are a parent or staff member you need to follow the same procedure.
2. Meet with Activities Director, advisor, and lead students. Check with Activities Director to see if the date for event/fundraiser is available. Complete event details.
3. Enlist the help of chaperones.
4. Bring back to Activities Director for final approval.
5. Bring form to the Director to make a final approval. You will be notified within 48 hours if approved.

STEP ONE

Advisor In Charge Signature _____

Person Completing This Form (Print Name) _____ Date _____

Name of Event/Fundraiser _____

Date of Event/Time _____

STEP TWO - Meet with Activities Director, to see if date for event or fundraiser is available and to discuss details

Description of Event/Fundraiser _____

Where event/fundraiser will be held _____

Purpose of event/fundraiser _____

How proceeds will be used _____

What cost to students will be _____ Grade Level(s) event is for _____

STEP THREE

All events need at least **TWO** additional staff members and **FOUR** parents to chaperone. You can have more chaperones, whether teachers or parents, but there must be at least three total teachers and four parents. Additionally, all events need **at least one female and one male** chaperone (can be MSA staff or parent).

- | | |
|----------------------|-----------------|
| 1. Staff Name _____ | Signature _____ |
| 2. Staff Name _____ | Signature _____ |
| 3. Parent Name _____ | Signature _____ |
| 4. Parent Name _____ | Signature _____ |
| 5. Parent Name _____ | Signature _____ |
| 6. Parent Name _____ | Signature _____ |

STEP FOUR

MSA Activities Director Signature _____ Date _____

STEP FOUR

MSA Executive Director Signature _____ Date _____