Rubén Darío Middle Community School

ON-CAMPUS ACTIVITY APPROVAL FORM

To obtain approval for an activity, the ***SPONSOR*** of the activity must submit this form and any other forms required for this activity, to Ms. Talavera, no later than ***two weeks*** prior to the requested date.

Note: If activity requires a **Field Trip Form**, it must be submitted for approval and distributed to students at least ***two weeks*** prior to activity.

Date Received by Ms. Talavera: _____ Name of Sponsor: _____

Class/Club: _____ Number of Participants: _____

Name & position of elected officials attending: _____

ACTIVITY DATE(S): _____ **TIME:** Begin: _____ End: _____

ACTIVITY DESCRIPTION*: _____

TYPE OF REQUEST: (*Please check all that apply*)

☐ General Event/Assembly – Auditorium ☐ Cafeteria ☐ Media Center

☐ Performance – Auditorium ☐ Classroom – Room No. _____ ☐ Other _____

EQUIPMENT NEEDED: (*Please check all that apply*)

☐ Microphone/Sound System ☐ Lighting System ☐ Risers

☐ Piano (on stage – location _____) ☐ Other: _____

☐ Special Services Needed?* (Custodial, security, etc.) _____

*Confirm that all needed equipment is set up prior to activity. Verify requested space is in satisfactory condition at least 24 hrs. in advance.

ADMINISTRATION APPROVAL: ◯ YES _____ Date_____

◯ NO REASON _____

Resubmit with additional info: _____

FOR OFFICE USE ONLY:

_____ Approved Date _____ _____
Aida Talavera, Activities Director

_____ Approved Date _____ _____
Constantin Chéry, Assistant Principal

_____ Approved Date _____ _____
Juan Carlos Boué, Principal

Not approved: _____

Re-submit with the following: _____

*If additional space is needed, please use the reverse side.

Revised 4/17/23