

MCC ACTIVITY REQUEST FORM

FORWARD ALL REQUEST TO:

- ◆ **Principal** – Academics, Parent committees, Outside organizations, etc.
 - ◆ **Vice Principal** – Student Activities, Clubs, Student Committees, Student or Athletic Fundraisers, etc.
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SECTION ONE: To be filled out by the organization requesting the activity and submitted two (2) weeks prior to the event.

Today's Date _____ Date of Activity _____

Sponsoring Group _____

Description of Activity _____

If Fundraiser, Purpose _____

Time Activity Begins _____ Ends _____

Location _____ Transportation Needed? _____

Special Needs _____

Signature of Staff Chairperson _____

Additional Comments: _____

SECTION TWO To be completed by Principal or Vice Principal

_____ This event has been approved and placed on the school calendar.

NOTE: _____

_____ This event has been rejected because _____

_____ Permission Forms Required

Signature _____ Date _____

This form, WHEN RETURNED, is official approval of your event.

COPIES TO:

_____ Barb Antekeier (for scheduling school & location calendar)

_____ Chuck Atwood
