



## Wm. Tennent High School *Activity Proposal*

The students and student organizations here at Wm. Tennent are well known for developing new activities to benefit our students, our school and our community. Such initiative is a wonderful aspect of our school culture! Certainly, you are heartily encouraged to contribute to this tradition as you develop new ideas, projects and events for this school year.

While there is an element of uncertainty and risk with any new endeavor, success is often a function of two factors: preparation and cooperation. This Activity Proposal format was developed to enhance both these qualities. When you, or your group, are considering a new activity, please provide the information requested below. This proposal should be reviewed by your advisor/teacher and then submitted to an assistant principal. Typically, proposals are reviewed by the entire administrative team on Monday mornings with feedback available by the close of the school day.

Please contact an assistant principal with any questions. Once again, thank you for your leadership and initiative!

WTHS Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student Chairperson: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Target Date: \_\_\_\_\_ Alternate Dates: \_\_\_\_\_

**Overview:** *Please provide a brief description of the activity.*

**Rationale:** *Please explain the why this activity is valuable/worthwhile.*

**Logistics:** *Please explain the details associated with successfully organizing and completing this activity.*

**Risks and Contingencies:** *Please list the potential problems you might encounter when completing this activity and what arrangements you would make to avoid or respond to these problems.*

## Wm. Tennent High School Activity Proposal

Expected Expenses:	Expected Revenues:
<b>Questions/Unresolved Issues:</b> <i>Please list any questions or unresolved issues about which you would like feedback.</i>	
<b>Feedback:</b> <i>Do not write in this space.</i>	

### Reminders

Pre-Approval:

- Proposal form completed?
- Proposal reviewed and approved by your advisor?
- Checked for conflicts by looking at the school calendar (in Outlook)?
- Checked for room/facility availability by speaking with Ms. Liebert?

Once Approved:

- Building Use forms submitted to Ms. Liebert?
- Fund-raising Proposal form submitted to Ms. Richmond?
- Announcements and posters made/displayed?
- Appropriate invitations sent?
- Utilized Panther Press and TV2?
- PR requests sent to Ms. Donnelly and Ms. Fisher?
- Confirmed everyone knows their responsibility?

Post-Activity:

- Area cleaned up and borrowed materials returned?
- Collected feedback from those involved?
- Appropriate thank you notes sent?
- Deposits and Fundraising Report form submitted to Ms. Richmond?
- Pictures and Press info sent to Ms. Donnelly and Ms. Fisher?
- Completed a reflection sheet?