

# Math and Science Academy – Event/Fundraising 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 (Please Print): \_\_\_\_\_

Today's 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 \_\_\_\_\_

If held in the gymnasium, receive approval and signature from Activities Director \_\_\_\_\_

Include purpose and how proceeds are to be used. \_\_\_\_\_

What's the cost to students? \_\_\_\_\_

For what grade level(s) is this event for? \_\_\_\_\_

**Activities Director Signature** \_\_\_\_\_

## **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 _____

All events are subject to cancellation if this form is not completed and returned to the MSA Director for final signature at least **14 DAYS (TWO WEEKS)** before the event is scheduled.

## **STEP FOUR**

**MSA Activities Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **STEP FIVE**

**MSA Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_