



Pleasantville Public Schools



Home of the Greyhounds

ACTIVITY/ EVENT REQUEST FORM PROCEDURES

The following procedures are to ensure requests are processed in a timely manner.

1. All Pleasantville Board of Education Curriculum and Instruction items must be submitted thirty (30) days prior to event.

NOTE: If thirty (30) days notification is not possible, it is imperative that the Curriculum and Instruction Office is notified immediately to provide support and guidance on how the issue will be addressed.

*****All forms must be submitted with original signatures*****

2. All activity forms must be filled out completely.
 - a. School/Organization/Club/Group must be identified
 - b. Specific time-line for the activity must be designated
 - c. Activity description must be clear and concise
3. Activity's connection to the CCCS/School's Mission/Goal must be noted on the form.
 - a. Content Standard (Math, Science, Social Studies, etc.)
 - b. Mission/Goal (Drug Awareness, Teamwork, Community Awareness, etc.)

NOTE: All activities must be designated to an appropriate account number.

4. **All supportive documentation must be attached**
 - a. Flyer/Brochures/Pamphlet describing content of activity (date, time and cost of the activity).
 - b. Contract identifying both the Vendor's responsibilities and the district's responsibility to said vendor.
5. All Activity/Event Forms will be submitted to Curriculum Committee for review and recommendation to BOE for approval.
6. Upon Board of Education's approval, the business office will send all administrators an email indicating the activities approved. Administrators are to notify staff once approval is received.

Note: These parameters are needed to bring the district in compliance with NJSBA A5 School Accountability Act.