Clubs & Councils 2017/2018

**Event Proposal**

After filling out this application, please submit a **HARD COPY** of the application to Vicky Zhang or Ms. Koutroubis 1 to 2 weeks prior to the monthly club meeting. If you have any questions, please find Vicky Zhang in the SAC office or Ms. Koutroubis in the science/student success office. The club president must attend the clubs meeting the month of the event and be prepared to present the event information at the meeting (first Tuesday of every month 8am room 346).

Part A: General Information

**Name of Club/ Council:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club President(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number of Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email of Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Supervisor(s) and Department(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Preferred Event Date(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part B: Questions

**Answer the following questions typed and on a *separate* piece of paper.**

1. Please give a brief overview of what will be happening during the event.
2. What is/are the objective(s) for your proposed event?
3. Is there a reason that the proposed event has to be held on a specific date?

Part C: ECO Evaluation

Earl Haig Secondary School is a Platinum ranking ECO school and with your help we can maintain this status. Please make sure your event is ECO friendly and be aware that ECO representatives will be monitoring your event. Should you have any questions contact Katya Lukin at [eco.haig@gmail.com](mailto:eco.haig@gmail.com) for guidelines to ECO friendliness. Make sure to review the ECO checklist/evaluation attached to this proposal. All events must meet ECO standards or the event will be shut down.

Part D: Signatures

By signing my signature below, I acknowledge that this above information is correct and that I accept responsibility for organizing and managing the event.

**Staff Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Supervisor Print Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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