Clubs & Councils 2023-2024

 Event Proposal

Please email a copy of the complete application to both Joanna Wang (joanna.wang3@student.tdsb.on.ca) and Ms. Koutroubis (patty.koutroubis@tdsb.on.ca) one to two weeks prior to the event proposal deadline. Event proposals are always due on the third Friday of the month before 11:59 pm. If you have any questions, please contact either Joanna or Ms. Koutroubis via email or in-person in the science office. Reminder: the club president(s) must attend the monthly president meeting for the month they're hosting an event.

Part A: General Information

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

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

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

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

**Name of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. (Please state when, where your event will be held, and if you require additional materials/help from the school or SAC)
2. What is/are the objective(s) for your proposed event? How will you achieve these objectives?
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. In the case that your event does not meet the ECO requirements, you may request an ECO Code Deviation Pass by sending an email to ehssecocouncil@gmail.com. In the email, please describe the objective of the event, why is an ECO Code Deviation Pass required? (please highlight how the deviation pass will enhance the outcome) and lastly, what are some alternatives to your plan and why are they not tangible? Justify why you need this pass? Should you have any questions contact Rojin at rojin.khansari-abyaneh@student.tdsb.on.ca for guidelines to ECO friendliness.

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

1. What disposal guidelines will you provide at the site of distribution?
2. What waste products will be produced through your event?
3. How much of those waste products will be produced through your event?

**In the case that your event sells food products...**

1. Does your event sell products with sugar with over 20% DV? Yes/No
2. Does your event sell products with fat amounts over >20% DV? Yes/No
3. Does your event sell products with sodium amounts over >20% DV Yes/No
4. Please attach a photo of your product’s nutrition label.

Part D: Signatures

By signing my signature below, I acknowledge that this above information is correct.

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

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