

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 900 – School and Community Relations

**ADMINISTRATIVE PROCEDURE - EXHIBIT: MHPSD EVENT APPLICATION
& ORGANIZATION APPROVAL FORM**

<i>EXHIBIT CODE:</i>	<i>904 E 002</i>
Policy Reference: 904 - Partnerships	Procedure Code Reference: 904 AP 002 – Partner and Guest Materials and Resources

EXHIBIT

See below for form.

Approved: January 2024

MHPSD EVENT APPLICATION & ORGANIZATION APPROVAL FORM

Section 1 - Event Application (completed before reaching out to community organizations)

After the event organizer completes the table below, please submit it to the appropriate supervisor, school principal, and Nina Duncan (Executive Assistant to the Associate Superintendent of Student Services nina.duncan@sd76.ab.ca)

Event Information
Name of the event:
Purpose of the event:
Date/Time/Location:
Target audience:
Event Contact Information
Organizing group (ex. HUG/My Place, FSLW, CST, or other school staff):
Event lead contact name:
Email & phone:
Invited Guests List:
Please list all invited organizations and a contact name:



**Section 2 - Review of Organization Messaging/Resources/Activities & Approval of Attendance
(completed after receiving information from participating organizations)**

After the event organizer completes the information in [Worksheet \(Section 2\)](#) please submit it to the appropriate supervisor, school principal, and Nina Duncan (Executive Assistant to the Associate Superintendent of Student Services nina.duncan@sd76.ab.ca)

