

Today's Date: _____

CC: DS, AD

Master Calendar

Please submit to the office as soon as your activity is scheduled.

1. Teachers/Specialists: _____
 Activity: _____
 Dates requested: _____ Time Frame (Including setup) _____
 Actual Event Start and Finish _____
 Location: _____ (which classes) _____
 Approved for the Master Calendar by: _____

2. PTO Enrichment parent: _____
 Conferenced with _____ (teacher to confirm)
 Activity: _____ Dates: _____

-----Set up Needs-----

Custodial setup needed: _____ Yes _____ No
 If yes, please be specific: _____

Technology setup needed: _____ Yes _____ No
 If yes, please be specific: _____

LMC setup needed: _____ Yes _____ No
 If yes, please be specific: _____

Recycling receptacles needed: _____ Yes _____ No
 If yes, please be specific: _____

Master Calendar Procedures

- Complete this form with your name and the activity you wish to schedule.
- Parents meet with the teacher to schedule enrichment activities.
- Put the dates you are requesting in priority order. (*Make sure you check Foster's Master Calendar on the school website.*)
- Return the form to the front desk to add to the master calendar, book special rooms and distribute copies to Dr. Stellar and all parties involved.
- Parents scheduling school-wide activities must also complete a Foster School Building Use Form, available on Foster's website or in the office.