

Dear Group Organizer or Club Leader,

The attached form is a part of new procedure for assigning meeting rooms and establishing clubs or recurring meetings. The goal of this new procedure is to ensure that the facility is being appropriately managed and, for safety and liability concerns, to make sure the office knows who is in the building and where they are.

The first page of the document, the Club/Group Annual Sign-up Form, is an overview of your plans. Some questions may not apply to your group but it is important that you read through each of the questions and answer those that do apply. In addition to letting the office know what you are planning, this document will help you think through a few key points so you are prepared and organized when your meetings ultimately get underway.

The second page, the Club/Group Participation List, may even be more important than the first. It is especially important that the office knows who is in the building at all times, especially when it applies to the children. In the event of an emergency, it is the responsibility of the office to know who is where and get a head count immediately so missing persons can be identified and located. For this reason, the second page must be updated on a regular basis. If someone quits your group, delete them from the list and resubmit this page. If you get a new member mid-year, add that person to the list and resubmit this page.

Once you have decided on the structure of your meetings and have received confirmation that your meeting time and room have been approved, your next step is to let others know the *details* of your specific needs (tables, chairs, AV equipment, etc.) The Meeting Planner and Room Reservation form, available in the office, will be helpful in that area.

If you have any questions regarding this form, please don't hesitate to ask Elma or her designate.

Club/Group Annual Sign-up Form

Submit this page at least 2 weeks before your first meeting. This form must be submitted each year. Keep a copy for your records.

Name of Club or Group: _____

Advisor/Leader(s) Information:

(Note: New Diocesan guidelines require ALL VOLUNTEERS, regardless of who else is in the room, to have taken the Protecting God's Children workshop. Be sure ALL your volunteers have this certification prior to your first meeting.)

First Leader	Name: _____ PGC Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No FBI/BCI form? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Phone: _____ Cell phone: _____ email: _____
Second Leader	Name: _____ PGC Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No FBI/BCI form? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Phone: _____ Cell phone: _____ email: _____

Meeting Information:

Regular Meeting Time: _____ Meeting Frequency: _____

Will you be serving food/snacks? Yes No

If so, have you made a plan for who will provide it, prepare it, and serve it? Yes No

Will children in your group need to use the Extended Day Program? Yes No

If so, have you made parents aware of the extra costs associated with this? Yes No

If so, have discussed your plans with the Extended Day Coordinator? Yes No

Have you identified who will contact members when meetings are cancelled? Yes No

Will your group leave the school grounds for field trips, walks or other outings? Yes No

Will your meetings begin or end after 6:00pm? Yes No

If so, have you made arrangements for a doorkeeper? Yes No

If so, have you made arrangements for someone to lock up? Yes No

Expected number of participants: _____

Room Requested: _____

Why that Room? _____

If that room is not available, what is your second choice? _____

Office Support:

What support, if any, will you need from the office or other staff? (Think about permission slips, money collection, cash boxes, rooms to be set up, and scheduling assistance.)

Cleanup:

Please be sure that you have established a clean up plan for every session. To be considerate of all our groups, our students, and our teachers, it is necessary that the room be returned to its original condition when you leave.

Next Steps

You should receive confirmation of your meeting room and time within one week of your submitting this form. Please be sure that you have communicated your needs (tables, chairs, AV equipment, etc) to the appropriate people. The Meeting Planner and Room Reservation form will be helpful in that area.

