SOCIAL EVENT RESPONSIBILITIES

Faculty Chairperson Responsibilities

The faculty chairperson for any Burris social event is responsible for insuring that all Burris guidelines and policies are followed at a Burris Laboratory School social event including:

The faculty chairperson of the event is responsible for the money from the event before, during and after the event until it is turned into the financial coordinator. A check will be obtained by the financial coordinator for the music provider. The music provider must furnish an invoice to the financial coordinator that includes their name, address, type of event, date of event, services rendered, and their social security number or tax identification number. If the music provider is to receive the check at the end of the event from the faculty sponsor, the invoice must be given to the financial coordinator at least 5 school days before the event. Checks mailed to the music provider will be processed within 5 school days after the event. Music providers cannot be paid in advance.

The faculty chairperson is responsible for insuring that all guests, if allowed at the event, are registered on a guest list with a current Burris student. Burris alumni are considered guests. The faculty chairperson is in charge of the guest list during the event. Picture ID's should be checked and held at the event entrance.

The faculty chairperson is responsible for the completion of all event paperwork.

The faculty chairperson is responsible for assigning chaperone stations and insuring these areas are staffed throughout the event.

The faculty chairperson is responsible for insuring that faculty is present for set-up, throughout the event, and clean-up and that all terms and conditions of building location uses are followed.

The faculty chairperson is responsible for posting a set of student rules at the entrance of the event.

It is the responsibility of the faculty chairperson to insure that all music played at the social event is approved for content.

Student Chairperson Responsibilities

The student chairperson of a Burris Laboratory School social event is responsible for cooperatively working with the faculty sponsor of the event. The student chairperson is responsible for: locating three faculty sponsors to chaperone during the event, in addition to the faculty chairperson; four parent chaperones; four or more student helpers for event set-up; and four or more student helpers for event clean-up.

SOCIAL EVENT RULES

A social event is any Burris sponsored event inside or outside the Burris school building, which may or may not be open to non-students and which requires adult supervision. Burris alumni are considered as guests.

At all Burris Laboratory School social event functions the following applies:

- All rules and Burris Laboratory School handbook policies must be followed.
- All Burris students entering the social event must present a student ID. All guests must present a picture ID (to be held until the end of the event).
- A Burris student may, if the event permits, bring one non-Burris student guest. The guest must sign in at the entrance, remain with the Burris student at all times, and follow Burris rules. Burris alumni are considered as guests and must follow the guest policy.
- Student participants of the social event will remain in the location of the social event as identified by the social event faculty chairperson.
- Once a student or guest leaves the location of the social event he or she is expected to leave the premises and not permitted to return to the social function. *Campus Police will be notified if a student does not comply with the above rules.

(A copy of these rules is to be posted at the entrance of every Burris social event.)

ACTIVITY REQUISITION

Current Date _____ **THIS REQUISTION SHOULD BE COMPLETED AT LEAST 2 WEEKS IN ADVANCE**.

The following event is being submitted for approval and placement on the Burris calendar.

EVENT _____

ORGANIZATION/CLASS/GROUP _____

DATE OF EVENT _____

PLACE OF EVENT _____ (specify areas/rooms as applicable)

STARTING TIME: _____ ENDING TIME: _____

THIS FORM DOES NOT TAKE THE PLACE OF THE SPACE REQUISITION (B-67) THAT IS REQUIRED FOR ALL EVENING AND WEEKEND ACTIVITIES.

_____ _____

Signature of Faculty Sponsor Date Signature of Assistant Principal Date

OFFICE USE ONLY: _____ Event Cleared with Calendar
_____ Date Place on Calendar

PLEASE SUBMIT THIS FORM TO THE ASSISTANT PRINCIPAL'S OFFICE. A COPY WILL BE RETURNED TO THE SPONSOR AFTER APPROVAL AND PLACEMENT ON THE CALENDAR.

SOCIAL EVENT PLANNING FORM

Event _____ Date: _____ Time: _____

Event Faculty Chaperone _____

Organization Sponsor _____

Administrator in attendance _____

Faculty sponsors attending: 1. _____ 2. _____

3. _____ 4. _____

Parent chaperones: 1. _____ 2. _____

3. _____ 4. _____

The event chairperson should establish sponsors and chaperone stations. Areas to be covered should include exits, entrances, restroom areas, break areas, and all other areas students are gathered.

Student Chairperson: _____

Set up time: _____ Clean up time: _____

Set up Committee: 1. _____ 2. _____

3. _____ 4. _____

Clean up Committee:

1. _____ 2. _____

3. _____ 4. _____

The following persons should have a copy of this form two weeks prior to the event. Place a check next to each person who has been given a copy.

_____ Administrator
_____ Faculty Chairperson
_____ Student Chairperson
_____ Advisor/sponsor of organization hosting event

Task Completed:

_____Media booked and contract completed
_____ Space requisition turned in to school secretary
_____ Event cleared and place on the Burris calendar by school secretary
_____ Burris social event responsibilities reviewed
_____Campus Police notified of on campus event (prior)
_____A copy of social event rules is available for posting at the event

MUSIC CONTRACT FOR BURRIS SOCIAL FUNCTIONS

1. Music for the _____ social function
   event name

   on _____ will be supplied by _____.
   date contracted music provider

2. Equipment to be used will be supplied by _____.

3. Payment for services shall be _____.

4. Set-up time shall be from _____ to _____.

   Supervised by faculty member _____.

5. A music contract was provided by _____, that releases Burris from any liability associated with the music service being provided (contract must accompany this form and be turned into the main office).

_____
Faculty Chairperson

_____
Social Function Student Chairperson

_____
Contracted Music Provider