

Activity Date Availability Confirmed: _____

(Ms. Cortnye Arce)

Palm Springs Middle School

ACTIVITY REQUEST FORM

*****Activity is considered "PENDING" until final approval by Administration**

Date Submitted to Administration:

Sponsor's Name:

Subject/Club/Sport/Magnet Strand:

Type of Activity:

Date of Activity:

Time of Activity:

Location of Activity:

Additional Comments:

Approval:

_____ **Ms. Cortnye Arce, Assistant Principal**

_____ **Mr. Eric Acosta, Principal**

Sponsor is responsible for the following:

- Contact appropriate personnel for equipment (Ms. Martinez for lap top /Ms. Cruz for overhead, SMART board, microphone, video, etc.)
- Once approved, notify the following:
Mr. Ramirez of activity date and time through email and (cc) Ms. Arce