

LEAD Checklist for Events/Fundraisers



- Determine the purpose of the event.
- Choose a date for the event or activity and a backup date.
- Complete the LEAD Project Approval Form.
- Complete the LEAD Calendar request form. Please allow one week for approval. Be sure to check your email for the response. Once approval has been given start planning your event.
- Complete the LEAD Room or Area Request *after* your date is approved.
- Complete the LEAD Fund Request form for any monetary or supplies needed for your event. This must be completed two weeks before you need the money or supplies.
- Complete the Announcement Approval Form. This form must be completed one week before the event. After approved, your announcement will be added to the daily announcements and to the morning announcements.

Hanging Posters around School

All posters that are hung around school must be approved by the school administration. All posters are required to include the LEAD Group name and teacher sponsor. Please see Mrs. Schuchardt (7th Grade Secretary) with your posters. After she has posters approved, she will stamp with West Middle Approval stamp to display they have been approved. Posters may be hung in the designated places with tape (no duck tape) or staples. Posters need to be neat and easy to read. Posters may not contain the following bad words or pictures and no references to drugs or alcohol.