



# THE KING'S ACADEMY

## 2023-2024 ON CAMPUS Activity Request

Approved / FYI

All TKA-related Activities are expected to be conducted in a manner that **honors God** and **supports the mission** of the school. If the nature of this Activity does not support both, future requests will be subject to disapproval.

Today's Date: \_\_\_\_\_ Class, Group or Club requesting the Activity: \_\_\_\_\_

**ACTIVITY DETAILS**
**DESCRIPTION**
 Activity Name: \_\_\_\_\_ How many participants? \_\_\_\_

**If food is being provided** - What kind? \_\_\_\_\_

 Fundraiser (discuss with Michelle Larsen before submission AND obtain initials) / Initials: \_\_\_\_\_

Good being sold? \_\_\_\_\_ Recipient of funds: \_\_\_\_\_

**LOCATION:** Select all that apply

 W Bldg.    W Kitchen    Theatre    Main Quad    Athletic Quad    M Quad    Main Gym    Main Field

Other: \_\_\_\_\_

Is Tech equipment or Location set-up (i.e. tables and/or chairs) needed?

 No    Yes (Attach or submit a Facilities Request form at least one week before activity)

 Additional Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_

**DATE/TIME INFORMATION (Calendar is on reverse side for reference)**

Activity Date(s): \_\_\_\_\_

 Time(s): School Periods (Check all that apply):   A B C D E F G   Brunch   Lunch

 Non-School Hours From: \_\_\_\_\_ am pm   To: \_\_\_\_\_ am pm

 Additional Notes/Comments: \_\_\_\_\_  
 \_\_\_\_\_

**REQUESTOR INFORMATION**

 Requestor Printed name: \_\_\_\_\_ Staff   Parent (email: \_\_\_\_\_)

<b>APPROVAL SIGNATURES (circle Y/N and initial)</b> Operations Specialist                      Initial _____ Director of Operations                      Initial _____ Dean's Office                                    Initial _____	<b>Approver Remarks</b>   
--	-------------------------------------

# Activity Budget Worksheet

With the understanding that a budget is simply a plan on spending money, please project, as accurately as possible, anticipated sources of income, and anticipated expenses. **BOTH TOTALS SHOULD MATCH EACH OTHER.**

	Income Sources	Amount
	Sample: Class Budget	\$ 1000
1.		\$
2.		\$
3.		\$
<b>Total</b>		<b>\$</b>

	Estimated Expenses	Amount
	Sample: Ticket Price \$10 x 100 students	\$1000
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
<b>Total</b>		<b>\$</b>

## 2023-24 SCHOOL CALENDAR

Shaded days represent "NO SCHOOL" days or weeks,  
testing and all-schools events or activities

<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>																																																																																																																																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>31</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							31
S	M	T	W	T	F	S																																																																																																																																																																																																																							
		1	2	3	4	5																																																																																																																																																																																																																							
6	7	8	9	10	11	12																																																																																																																																																																																																																							
13	14	15	16	17	18	19																																																																																																																																																																																																																							
20	21	22	23	24	25	26																																																																																																																																																																																																																							
27	28	29	30	31																																																																																																																																																																																																																									
S	M	T	W	T	F	S																																																																																																																																																																																																																							
					1	2																																																																																																																																																																																																																							
3	4	5	6	7	8	9																																																																																																																																																																																																																							
10	11	12	13	14	15	16																																																																																																																																																																																																																							
17	18	19	20	21	22	23																																																																																																																																																																																																																							
24	25	26	27	28	29	30																																																																																																																																																																																																																							
S	M	T	W	T	F	S																																																																																																																																																																																																																							
1	2	3	4	5	6	7																																																																																																																																																																																																																							
8	9	10	11	12	13	14																																																																																																																																																																																																																							
15	16	17	18	19	20	21																																																																																																																																																																																																																							
22	23	24	25	26	27	28																																																																																																																																																																																																																							
29	30	31																																																																																																																																																																																																																											
S	M	T	W	T	F	S																																																																																																																																																																																																																							
			1	2	3	4																																																																																																																																																																																																																							
5	6	7	8	9	10	11																																																																																																																																																																																																																							
12	13	14	15	16	17	18																																																																																																																																																																																																																							
19	20	21	22	23	24	25																																																																																																																																																																																																																							
26	27	28	29	30																																																																																																																																																																																																																									
S	M	T	W	T	F	S																																																																																																																																																																																																																							
					1	2																																																																																																																																																																																																																							
3	4	5	6	7	8	9																																																																																																																																																																																																																							
10	11	12	13	14	15	16																																																																																																																																																																																																																							
17	18	19	20	21	22	23																																																																																																																																																																																																																							
24	25	26	27	28	29	30																																																																																																																																																																																																																							
						31																																																																																																																																																																																																																							
<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>																																																																																																																																																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>22</td><td>23</td><td>24</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	23	24	24	25	26	27	28	29			<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>31</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							31	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
S	M	T	W	T	F	S																																																																																																																																																																																																																							
	1	2	3	4	5	6																																																																																																																																																																																																																							
7	8	9	10	11	12	13																																																																																																																																																																																																																							
14	15	16	17	18	19	20																																																																																																																																																																																																																							
21	22	23	24	25	26	27																																																																																																																																																																																																																							
28	29	30	31																																																																																																																																																																																																																										
S	M	T	W	T	F	S																																																																																																																																																																																																																							
				1	2	3																																																																																																																																																																																																																							
4	5	6	7	8	9	10																																																																																																																																																																																																																							
11	12	13	14	15	16	17																																																																																																																																																																																																																							
18	19	20	22	23	24	24																																																																																																																																																																																																																							
25	26	27	28	29																																																																																																																																																																																																																									
S	M	T	W	T	F	S																																																																																																																																																																																																																							
					1	2																																																																																																																																																																																																																							
3	4	5	6	7	8	9																																																																																																																																																																																																																							
10	11	12	13	14	15	16																																																																																																																																																																																																																							
17	18	19	20	21	22	23																																																																																																																																																																																																																							
24	25	26	27	28	29	30																																																																																																																																																																																																																							
						31																																																																																																																																																																																																																							
S	M	T	W	T	F	S																																																																																																																																																																																																																							
	1	2	3	4	5	6																																																																																																																																																																																																																							
7	8	9	10	11	12	13																																																																																																																																																																																																																							
14	15	16	17	18	19	20																																																																																																																																																																																																																							
21	22	23	24	25	26	27																																																																																																																																																																																																																							
28	29	30																																																																																																																																																																																																																											
S	M	T	W	T	F	S																																																																																																																																																																																																																							
			1	2	3	4																																																																																																																																																																																																																							
5	6	7	8	9	10	11																																																																																																																																																																																																																							
12	13	14	15	16	17	18																																																																																																																																																																																																																							
19	20	21	22	23	24	25																																																																																																																																																																																																																							
26	27	28	29	30	31																																																																																																																																																																																																																								