



2024-2025 ON CAMPUS Activity Request

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 (Calendar is on reverse side for reference)

Description

Activity Name: _____ How many participants? _____

Activity Date(s): _____

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

IF FOOD is being provided - What kind? _____

Non-School Hours from: am pm To: am pm

IF activity is a Fundraiser (discuss with Michelle Larsen BEFORE submission AND obtain initials) / Initials: _____

Goods being sold _____ Recipient of funds: _____

Location: Select all that apply

W Bldg. W Kitchen Theater Main Quad Athletic Quad M Quad Main Gym

Other: _____

SET-UP INFORMATION - Select one

NO set-up needed. Just deliver tables and/or chairs. List the quantity and delivery location below:

Set-up needed. Attach Facilities Set-up form OR submit at least 7 days before the activity

Additional Notes/Comments:

SIGNATURES

Requestor Printed Name: _____ Staff Parent (email: _____)

APPROVAL SIGNATURES (circle Y/N and initial)

Operations Specialist Initial _____
Director of Operations Initial _____
Dean's Office Initial _____

Approver Remarks

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.		\$
Total		\$

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

2024-25 SCHOOL CALENDAR

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

August						
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

September						
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				

October						
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	29	29	30	31

November						
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

December						
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				

January						
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	

February						
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	

March						
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					

April						
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	29	29	30	

May						
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						