

Weston High School Event Flowchart

WHS Student or Parent Advisor

WHS Faculty/Staff Member

Complete Event Proposal Form Online and email Erin McCarty
Student Activities Director for approval

All school sponsored events, fundraisers and activities must be
approved by Principal Bairstow

Once approved and if necessary meet with HS Bookkeeper Laura Skinner to
set up payment. All funds collected must use MySchoolbucks

Forward approved information to
Jane Shay for posting on the website

Forward approved flyer to Sharon
Sharifi for TV monitors