

 <p>مدرسة ستب ون الدولية Step One International School</p>	<b>DEPARTMENT: INSTRUCTIONS</b>  <b>PROCEDURE</b>	<b>Doc. No. - SOP-034</b> <b>Rev. No. - 01</b> <b>Rev. Date – June 2020</b> <b>Page - 1 of 2</b>
	<b>Title: School-Wide Events</b>	

	PREPARED BY		CHECKED BY		APPROVED BY	
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<b>Position</b>	Executive Director		Executive Director		SMT	
<b>Signature</b>	Rim K.		Rim K.		SMT	
<b>Prepared</b>	SY 2018-2019	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021	

### 1. SUBJECT :

This procedure describes how Schoolwide Events take place.

### 2. APPLICATION DOMAIN :

The actual procedure is relative to: Student Affairs

### 3. RESPONSIBILITY :

The Student Affairs and Operations department has the responsibility to apply this procedure.

### 4. DESCRIPTION:

N° Op.	STEPS/PROCEDURES	Responsible
1	Faculty & Staff Members are assigned by department to facilitate the happenings for schoolwide events. Each event will have a chairperson. Some events included in 'Schoolwide Events' are: International Day (English Dept.), Qatar National Day (Arabic Dept.), Sports Day (Electives Dept.), Principals' Awards (All Dept.), Science Fair (English Department), Year 6 Graduation (Admin).	<i>Respective Faculty Members &amp; Student Affairs</i>
2	Student Affairs meets with event sponsors starting a month before the event is to take place. Regular communication exists until event takes place.	<i>Involved Faculty Members &amp; Student Affairs</i>
3	Student Affairs meets with the SMT to discuss proposed activities from the event sponsors and have them approved.	<i>Student Affairs &amp; SMT</i>
4	Event chairperson/committee communicates the event approved schedule to all faculty & staff in Thursday afterschool meeting.	<i>Event chairperson</i>
5	Event chairperson meets with Finance Dept. to discuss the needed resources and report to Student Affairs who assists whenever is required by event sponsors.	<i>Event chairperson &amp; Finance Dept.</i>

# PROCEDURE

**Title: School-Wide Events**

<b>N° Op.</b>	<b>STEPS/PROCEDURES</b>	<b>Responsible</b>
6	Event chairperson discusses event details with PTA and student bodies that will help in planning & organizing the event. Student Affairs assists when required by event sponsors.	<i>Event chairperson &amp; Student Affairs</i>
7	Invitations, SMS and memo in newsletter are delivered to parents concerning the event.	<i>Student Affairs</i>
8	Students are made aware of event from the Event Sponsors in a school-wide morning assembly. Student Affairs assists when required by event sponsors.	<i>Involved Faculty Members &amp; Student Affairs</i>
9	Training and rehearsals for the event take place during morning HR time, student breaks and after school when needed (consent forms must be sent prior to the after school training to be signed by parents).	<i>Involved Faculty Members</i>
10	List of involved outside-vendors is sent to Student Affairs to inform entrance security.	<i>Student Affairs &amp; Safety Dept.</i>
11	Event report section of the event request is completed by event sponsors after the event and uploaded to the shared drive with all required documentation (Program-Flyer-Photos...)	<i>Involved Faculty Members</i>
12	Photos will be shared by the event sponsor with the social media committee to post on the different platform (website, Instagram, Facebook) and to be placed in the annual yearbook	<i>Involved Faculty Members &amp; Social Media Committee</i>
13	Event Documentation (Flyer, photo, schedule, consent form, PowerPoint...) will be uploaded to the drive and checked by the school secretary	<i>Involved Faculty Members &amp; School Secretary</i>
14	Survey to all stakeholders will be sent and result will be analyzed by the sponsors of the event	<i>Involved Faculty Members &amp; Student Affairs</i>
15	Debrief Meeting is held with event sponsors to discuss pros & cons of event.	<i>Involved Faculty Members, Student Affairs &amp; SMT</i>