

DHSHS Event Approval Process

1. Complete event approval request (online google form) "Event Proposal - Step 1" by Thursday. Link is on school website <https://www.psusd.us/domain/4636>.
2. Administrative team reviews request on Friday mornings.
3. If event is approved by the administration (Secretary will inform you), then complete use of facilities/ USB approval form with athletics secretary.
4. The steps to have the event completely approved are:
 - a. Facilities approval by athletics and facilities secretary
 - b. Funding approval by financial clerk
 - c. Final approval by USB student leadership (Tuesdays only)
5. Once USB has given the final approval, the athletics and facilities secretary will notify you via email.