

Administrative Procedures

AP-422 HOSTING PROVINCIAL AND LARGE-SCALE EVENTS AT A SCHOOL	Date of implementation: June 2009 Date of review: September 25, 2024
	Related Administrative Procedures: AP-303 Protocol for Dignitary Visits

Purpose: To provide guidance to employees when hosting provincial extra-curricular and co-curricular events.

Procedure: The Division encourages schools to host provincial extra-curricular and co-curricular events. We recognize that hosting provincial events demonstrates a significant commitment from staff, students and school community.

Schools hosting in these events provide their school community an opportunity to showcase their school, their students, and staff an opportunity to demonstrate leadership at a provincial level.

1) Application

- a) Prior to applying to host a provincial event, the principal shall communicate in writing to the Learning Superintendent. Communication will include:
 - i) Nature, description, and proposed date(s) of the event including itinerary, if relevant.
 - ii) Any proposed changes to the school schedule/instructional time for students (i.e., cancellation of any classes).
- b) Any changes to the school schedule/instructional time must be made in consultation with the Director of Education via the Learning Superintendent.
- c) Application to host a provincial event shall not involve a financial obligation or cost to the Division.

2) Student, Staff, and Community Participation

- a) It is encouraged to have staff, students, and community support for such events.
- b) Schools are encouraged to maintain regular classes during the hosting of such events and also involve students in organizing, volunteering, and supporting such events, where appropriate.
- c) Pre-Kindergarten to Grade 8 classes should continue as usual during the hosting of such events.

3) Representatives, Communication, and Engagement

- a) School administration should coordinate media relations and communication with the Division's Communication Manager.
- b) Schools shall inform their School Community Councils and Trustees of such events.
- c) When appropriate, hosts should send an invitation to the following people to attend their opening ceremonies (see sample invitations):
 - i) Local Trustee
 - ii) Learning Superintendent
 - iii) Director of Education
- d) If the local Trustee can attend, then they would be asked to speak in order to bring greetings on behalf of the Division. If a Trustee is unable to attend, then the Learning Superintendent would speak on behalf of the Division.
- e) It may also be appropriate to invite a local elder to an opening ceremony and/or share a Land Acknowledgement. Hosts should consult with relevant Division support teams to ensure this is done in a good way.
- f) In the event that dignitaries beyond the Division are present, please consult AP-303 Protocol for Dignitary Visits.

References:

[Athletic Director's Handbook](#) (internal document)

[Extra-Curricular Events Expense Guidelines](#) (internal document)

[Sample Invitations](#) (internal document)