

No Scout meetings can be held on these dates 2011-12:

November:

Thursday 17th & 24th

December:

Thursday 22nd & 29th

Monday 26th

January:

Monday 16th

February:

Monday 20th

March:

Thursday 1st

April :

Monday 2nd & Thursday 5th

May:

Monday 28th

**St. John the Evangelist Catholic School
Scout Permission Slip 2011-12**

My child has permission to remain after school during the school year to attend scout meetings.

Name: _____

Grade: _____ Teacher: _____

Leader: _____

Student attends day/time : _____

Parent/Guardian Contact info on Meeting days: _____

Parent/Guardian Signature: _____ Date: _____

**St. John the Evangelist Catholic School
Scout Permission Slip 2011-12**

My child has permission to remain after school during the school year to attend scout meetings.

Name: _____

Grade: _____ Teacher: _____

Leader: _____

Student attends day/time : _____

Parent/Guardian Contact info on Meeting days: _____

Parent/Guardian Signature: _____ Date: _____

2011-12
GIRL SCOUT / BOY SCOUT
SCHEDULE AND ROOM ASSIGNMENT

Rooms available :

Meeting Rm. A (Parent Room fits up to 16 students)

Meeting Rm. B (with approval from Spanish Teacher)

West side of School Hall (2 troops divided by wall)

Cafetorium (2 groups)

Classrooms are only available with teacher agreement and principal permission.

Music Room with permission from Mrs. Muehl

Days available

Monday

Thursday

Days Not Available

Tuesday, Wednesday (Religious Formation Classes), Friday.

Dates available

You **MUST** have a Scout schedule in the office that includes names of leaders, scouts, and dates requested .

Rooms will be assigned according to the date the information is received, and size of troop.

School Procedures & Guidelines that will need to be followed will be given to each scout leader in the fall prior to the first scout meeting.

Copy Room

NO Extra Curricular groups are to be in the copy room before 3:30.

Room must be available for school staff.

Scouts **MUST** provide their own copy paper .

DO NOT use the school paper.

NO Children are allowed in the copy room.

If necessary please use GISD .

2011/12 Scout Room Assignment Form

Name of Leader(s) _____ Date _____

Number of Scouts _____ (Please include list of names on back of this sheet.)

Circle: Boys Girls

Grade _____

Choice of weekday : Time _____ Mon. _____ Thurs.

Sept.	Oct.	Nov.
Dec.	Jan.	Feb.
Mar.	Apr.	May

Please include dates: (Please refer to dates school is not available.)

Room Preference _____ (*no guarantee*)

_____ Office Use Only _____

Room Assignment

_____ **Meeting Room A** (Parent room in School Hall)

_____ **Meeting Room B** (Spanish Room)

_____ **School Hall SW**

Speech Room _____

Music Room _____

_____ **School Hall NW**

_____ **Cafetorium** _____

Other _____

_____ **Classroom #** _____

Scout Name List Grade_____

(Please supply a name list to the office)

1

16

2

17

3

18

4

19

5

20

6

21

7

22

8

23

9

24

10

25

11

26

12

27

13

28

14

29

15

30

Leaders_____

GUIDELINES FOR SCOUT LEADERS USING ST. JOHN SCHOOL
BUILDING - GROUNDS

Permission to use a room or space in the school building must be **scheduled in the school office.** You will need to submit a list of all meeting dates and times, and the names of the scout leaders when you request a room. (**Note the dates in which the building is not available.**)

The St. John Educational Center (the school building) must be used with great care. The space used must be left clean and in good order after each use. If you move any furniture, etc. in the room or space, you are responsible for returning the furniture, etc. to the way you found it.

The scout leader(s) are responsible for bringing all supplies and paperwork needed for the meeting. It is always best to be prepared well ahead of the meeting time with students.

The Copy Room is not available until after 3:30.

You must wait for office/school staff to finish any school projects before you use copy room.

Students / children must be supervised at all times in the buildings and on the school / parish grounds. The supervising adult is responsible for supervising children/students in the hallways, rest-rooms, and area(s) used.

NO Student or Child may be left on the premises without adult supervision.

Students, and any siblings, must remain in the designated Scout meeting room/area.
Students / visitors are to walk in the building - no running!

Everyone, including young children, must maintain a low voice tone everywhere in the building. .
Voice levels should never be disruptive to anyone else in the building.

PLEASE NOTE: The school building is locked @ 4 p.m. If you are expecting parents to come into the building after 4 p.m., please have a parent or student stationed by an outside door to admit parents. Notify parents of the arrangement you have made for them to enter the building.

Off limits:

All other classrooms and rooms, *including the music room*, (unless permission is given), hallways, etc. Teachers' desks, computers, student lockers, TV/VCR, etc.

Kitchen and storage areas

Grass area in front of the school (Swinging on railings –not permitted.)

At end of the meeting/event, supervising adults are responsible for:

Check List

- _____ Check restrooms
- _____ Close windows – Turn off lights
- _____ Clean area used and return any furniture that was moved
- _____ Lock all doors and secure the building
- _____ Return key to parish office. If a parish office key is used for an evening or weekend event, the key must be returned to the parish office immediately after the event (before 9 p.m. on weeknights).

As the leader of this event, I will comply and enforce the above guidelines.
Return one signed copy to the school office.)

Supervising Adult's signature

Date

St. John the Evangelist Catholic School
514 Lincoln St.
Fenton, MI 48430
(810) 629-6551

September 2011

Dear Scout Leaders:

Thank you for providing valuable experiences for St. John School students by sponsoring a scout group after school. Listed below is a brief explanation of the pages following this letter. Please make sure you have returned the paperwork needed in the school office.

The pages attached are :

1. Letter of Guidelines. (Each leader is to sign and return to the office)
2. Scout Room Assignment form (Please fill-out and leave copy in the office)
3. Schedule & Room Assignment. (Please note block out dates, first)
4. Block out dates
5. Scout Name List (Please return a copy to the office)
6. Scout Permission slips (Please return to office, signed by parent)

If you have any questions or concerns please contact the school office.

Thank You.