Approval Process Flow Chart

STEP 1

Requester creates username/password, registers organization and applies to be an Organization Event Coordinator (OEC). Once OEC application is completed, Requester clicks **Submit Requests.**

Auto email is sent to Requester/OEC indicating that application was submitted.

Auto email is sent to Facility Administrator to verify OEC application.

Requester sends valid Certificate of Insurance to Facility Administrator via email or fax.

Facility Administrator receives and verifies Certificate of Insurance.

Facility Administrator reviews OEC application and Certificate of Insurance.

If compliant, Facility Administrator **APPROVES** the Organization/OEC in the system.

Facility Administrator **DECLINES** the Organization/OEC application in the system.

Once **approved**, an auto email is sent to the OEC.
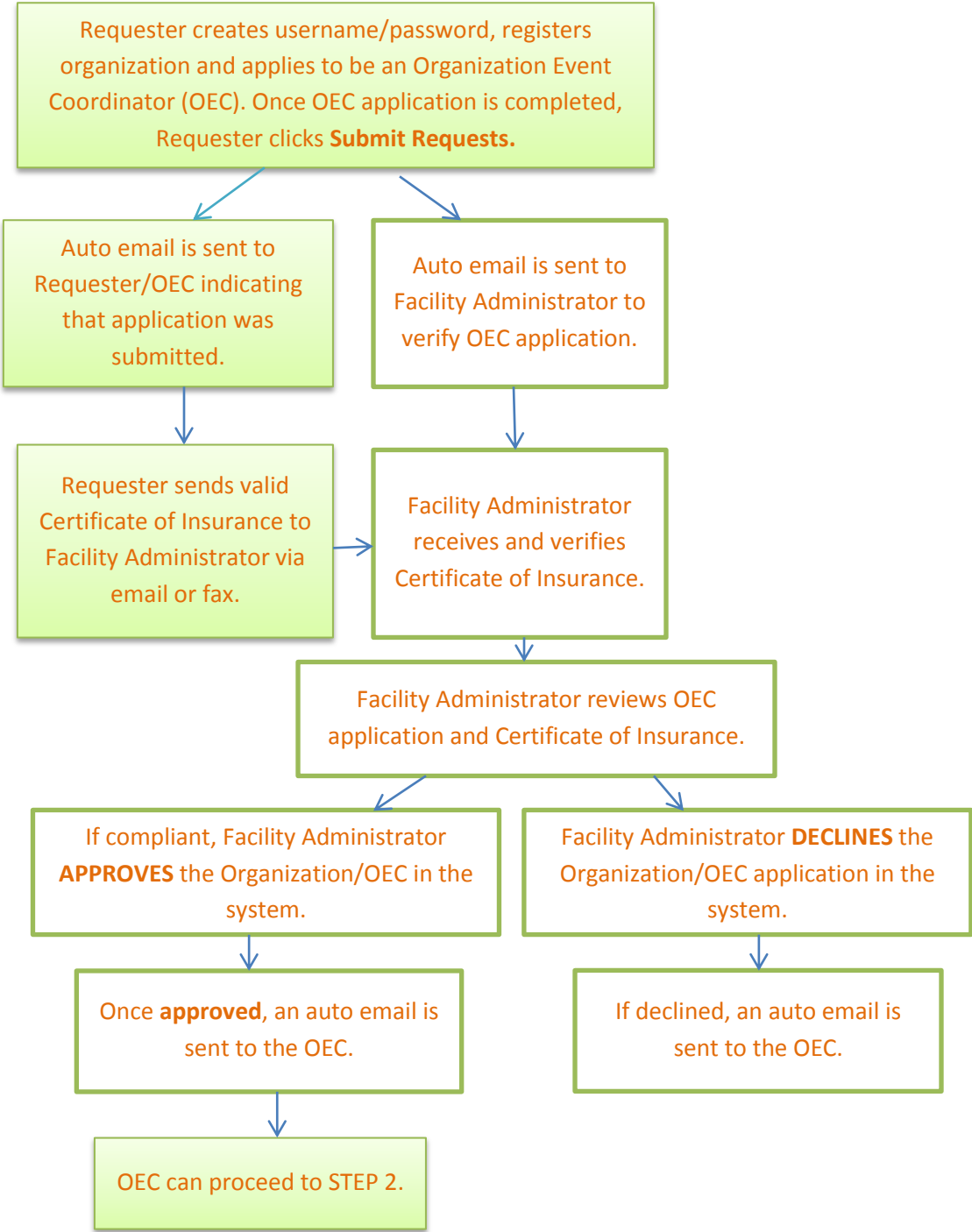
If declined, an auto email is sent to the OEC.

OEC can proceed to STEP 2.

STEP 2

NOTE: Average approval time is approximately 30 days from initial request, contingent on Facility Administrator receiving all necessary information.

Requester logs on as OEC and submits a request for facility use. Requester/OEC fills out required information and clicks "**Check Availability**". Once required data fields are filled out, Requester/OEC clicks **Submit.**

Auto email is sent to Requester/OEC indicating that the request for facility use was submitted.

Auto email is sent to school principal to approve or decline the request for facility use.

If principal **APPROVES**, the request for facility use is added to the Board agenda for the next Board meeting.

If principal **DECLINES,** an auto email is sent to Requester/OEC indicating the request was **Declined**.

The request is reviewed by the Board during the monthly Board meeting.

If Board approves, the request's status will be changed to **APPROVED & ACTIVE** in the system

If Board rejects, the request's status will be changed to **CANCELED.**

Auto email is sent to Requester/OEC indicating the request's status is **Approved & Active**. The Facility Use Calendar is updated and the event request is displayed.

Auto email is sent to Requester/OEC indicating Canceled status.

Requester/OEC prints email notification from **SchoolDude Message Center** of the Approved & Active status to bring to event.

Invoice emailed to Requester/OEC approximately 30 days after the