

# BCPS CALENDAR GUIDELINES & REQUEST FORM

***Please retain these guidelines for reference when preparing your BCPS Calendar requests***

The BCPS Calendar is available for **public viewers** who are interested in public meetings and events that occur during the school year. It is maintained by the Public Information Office and is available on the District's website ([www.browardschools.com](http://www.browardschools.com)).

The [BCPS Calendar Request Form](#) must be completed and approved by the principal/department head and appropriate Senior Leadership Team member. Full information about the event, including date, start and end times, location, and contact person are required. Content submitted is subject to review and approval.

The form must include all necessary information and appropriate signatures. Completed forms should be submitted to the Public Information Office via:

**USPS/mail or hard-copy delivery:**

Public Information Office  
Kathleen C. Wright (KCW) Administration Building, KCW, 2nd floor  
600 S.E. Third Avenue  
Fort Lauderdale, FL 33301

**Fax:** 754-321-2318

**Email:** [BCPSCalendar@browardschools.com](mailto:BCPSCalendar@browardschools.com)

**Please check the BCPS Calendar frequently for updates and changes.**

**Examples of public meetings and events that will be posted:**

- All School Board meetings/workshops
- District community meetings/forums/public hearings
- District-wide special events (i.e.) Teacher of the Year, Community Involvement Awards, College Fair and Gifted & Talented Symposium
- Major advisory/committee meetings and events

**Examples of public meetings and events that will not be posted:**

- Regularly scheduled division or department meetings
- Ad hoc committee meetings
- Standard, internal operational meetings
- Individual school events

The requesting school/department and the appropriate Senior Leadership Team member, if necessary, is responsible for reconciling any duplicate date requests. Requests will be processed in the order in which they are received.

This calendar is provided for informational purposes only. If you have questions about a specific event, please e-mail or call the contact person listed on the event.

***The BCPS Calendar should be checked daily for any last minute changes.***



# CALENDAR REQUEST FORM

<p><b>Indicate on which calendar(s) you want your meeting/event to be listed.</b></p> <p><input type="checkbox"/> District Calendar (internal)   <input type="checkbox"/> BCPS Calendar * (public)   <input type="checkbox"/> Both Calendars</p> <p>* The BCPS Calendar is for public meetings and events.</p>	<p><b>Check one</b></p> <p><input type="checkbox"/> Meeting   <input type="checkbox"/> Special Event</p>
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<p><b>Check this box for any change(s) to previous form submitted.</b>   <input type="checkbox"/> Change Request</p>
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Meeting/Special Event Name: \_\_\_\_\_

Location/Address: \_\_\_\_\_

\_\_\_\_\_

Date of Meeting/Special Event: \_\_\_\_\_ Start/End Time of Meeting/Special Event: \_\_\_\_\_

If Recurring Meeting/Special Event, List Additional Dates and Times: \_\_\_\_\_

\_\_\_\_\_

Additional Information: *Indicate if this event requires tickets, registration or invitation and include details.*

\_\_\_\_\_

\_\_\_\_\_

Website Link (if desired): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
*(Note: This information will appear on the calendar)*

Email Address: \_\_\_\_\_

School/Department: \_\_\_\_\_

\_\_\_\_\_  
Principal/Department Head Signature

\_\_\_\_\_  
Senior Leadership Team Member Signature

**THIS FORM MUST CONTAIN BOTH SIGNATURES  
UNSIGNED FORMS WILL BE RETURNED**

**SEND COMPLETED FORM TO THE PUBLIC INFORMATION OFFICE, KCW, 2<sup>ND</sup> FLOOR OR FAX THE FORM TO 754-321-2318 OR SCAN FORM AND SEND VIA EMAIL TO: [BCPSCalendar@browardschools.com](mailto:BCPSCalendar@browardschools.com)**

(Please duplicate this form for future use)

<b>FOR OFFICE USE ONLY</b>	
Date Received _____	Date Posted _____
Notes: _____	
Last updated: 11/28/12 - CH	