1. **Application** filled out & submitted to the front office

2. **Receptionist** (Amber) stamps with "date received" and places in Community Coordinator's file (Summer)

3. **Community Coordinator** (Summer) reviews application – notes made and initialed
   if application is incomplete in any way or more information is needed, Community Coordinator will follow up with parent for further details before passing on to Principal

   > *MAY FAIRE APPLICATIONS > Festivals Committee reviews together*

4. **Principal** (Laurie) reviews applications w/ **Faculty** Chairs on Thursdays- notes made and initialed by Principal
   if more information is needed, Principal will pass back to Community Coordinator to follow up with parent

5. **Director** (Nathan) reviews applications – notes made and initialed

6. **Administrative Assistant** (Kate) notifies applicant of approval/disapproval and places copy of application in Community Coordinator's file

   > *MAY FAIRE APPLICATIONS > Kate does not need to notify applicant as the Festivals committee needs to manage the multiple applications, since all will be happening in one day. APPROVED MAY FAIRE VENDORS or FUNDRAISER APPS. Can be placed in Summer's file to then be reviewed with Festivals Committee.*

7. **Community Coordinator** (Summer) files all applications in the Fundraisers binder and works with parents as needed

   If applications are complete then entire process should take no more than two weeks. If there is need for follow up, the process could be longer.