

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:

Date: February 22, 2021

Signature on File

Elfriede Roman, Superintendent

**I. SUBJECT: AGENCY CALENDAR OF EVENTS AND SPECIAL EVENTS**

**II. PURPOSE:**

To outline a process for approval and communication of events within the program areas.

**III. REFERENCES:**

LCBDD/DEEPWOOD Policy A-37, Media Relations and Contacts

LCBDD/DEEPWOOD A-7, Community Use of Facilities

**IV. POLICY:**

**A. Agency Calendar of Events**

Each program area will have a designated contact person who is responsible to collect information on upcoming proposed events and activities to add to the program specific calendar. Agency branded calendar template must be used. Calendars are due to the Marketing Manager on the 15<sup>th</sup> of each month for the following month.

If the Superintendent's attendance is requested for an event, the Program Area's designated contact person must confirm date/time with Superintendent prior to scheduling the event.

The Marketing Manager will ensure that all calendars are properly branded and will identify special events that will be added to the Monthly Planning Tracking Tool that will be forwarded to the Superintendent and Assistant Superintendent for review and approval.

Upon approval, the Marketing Manager will forward the calendars back to the respective program areas, inclusive of any input from the Superintendent and/or Assistant Superintendent for distribution.

The Marketing Manager will add all special events to the Agency Calendar in Outlook for all program areas to view and will post program calendars on the Agency's website

for the benefit of our stakeholders. Events open to the public will also be posted on the social media sites per board policy A-37 Media Relations and Contacts.

**B. Special Events**

**Special Events** is defined as an event not occurring in the normal course of business, that is to occur on Agency property, or which utilizes the name “Deepwood,” “Lake County Board of DD,” or any of its component programs. **All special events require prior approval by the Superintendent or designee.**

**Special Events** planned and executed by Agency personnel will be included on the Monthly Planning Tracking Tool that is reviewed and approved by the Superintendent or designee each month. If the event will take place in a building other than the one of the requesting program area, the Program Director will contact the designated Building Director to make arrangements to use the building. If such a request would involve the necessity of maintenance service/personnel or food service/personnel, the Program Director will complete a Use of Facilities form per Policy A-7 and submit to the Operations Director upon receiving approval of the event from the Superintendent or designee. The Operations Director will authorize use of Maintenance and/or Food Services and distribute the signed Use of Facilities form to the applicant, Marketing Manager, Building Director, Building/site Coordinator, and Food Service Operations Manager, as applicable.

**Fundraising Events** have the following additional requirements:

1. Fundraising associated with a levy campaign is strictly prohibited by LCBDD/Deepwood employees on agency time and/or with agency resources.
2. All funds raised must be deposited with the Deepwood Foundation, unless the entity raising the funds is a 501(c)3 charitable organization.

Fundraising by individuals served by the Board for their activities is excluded from this policy.

**V. DISTRIBUTION:**

All Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

2/21, 2/19