

<p style="margin: 0;">School, Community and Home Relations</p> <p style="margin: 0;">11004</p> <hr style="margin: 5px 0 5px 0;"/> <p style="margin: 0;">Regina Catholic Schools Internal Master Calendar</p>	Administrative Application	
	Last Reviewed / Approved on:	November 4, 2019
	References:	Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes the significance of the many events, meetings and professional development scheduled throughout the school year. The purpose of the Internal Master Calendar is to provide a single calendar that holds all major school division events. Reviewing the Master Calendar when scheduling a major event will support a successful outcome for events by not conflicting with other events and ensure adequate substitutes are available. Any events requiring staff to attend within a regularly scheduled school or work day should always be subject to approval from the event planner’s supervisor or superintendent.

The Internal Master Calendar can be viewed by all staff within the RCSD Outlook Calendar.

Application

Internal Master Calendar Guiding Principles and Process

The following Guiding Principles and Process has been developed to assist school division staff on how to best utilize the Internal Master Calendar.

Support and Process for Scheduling Events in the Master Calendar

Support

Refer to your department Executive Assistant, Administrative Assistant or School Office Manager if you require assistance in scheduling events, ***or follow the process below.***

Process

1. How to Access the Internal Master Calendar

All staff have access to the internal Master Calendar through their Outlook Calendar. The Master Calendar is located under the Room folder in the Calendar view.



2. When to Use the Master Calendar

The internal Master Calendar should be reviewed prior to booking an event that requires the following:

- a. more than one (1) school
- b. booking substitutes
- c. inviting large groups

Examples of events requiring the use of the Master Calendar could include but are not limited to:

- a. Division meetings including Board, Director, Senior Leadership Team and School Based Administrator
- b. Professional Development including Connected Educator Training, Mimio; and
- c. School Events including Battle of the Books, Heritage and Science Fairs and the like.

3. How to Use the Master Calendar

- a. Review the Master Calendar for the date you wish to schedule and determine the following.
 - i. If it doesn't conflict with another event **but requires substitute staff, contact the HR Teacher Administrative Assistant prior to booking to make sure enough substitutes are available for that date**

or

 - ii. If it doesn't conflict with another event and does not require substitute staff, you can book the event.
- b. Email a calendar invite to only the RCSD-Master Calendar and the HR Teacher Administrative Assistant (if required for substitutes) until your event date has been confirmed by the Communications & Media Coordinator (via email) and the HR Teacher Administrative Assistant. Remember to include the meeting location/room as part of the outlook invitation (e.g. Gratton Room). This will ensure the meeting space has also been booked.

4. Confirmation of Event Booking

- a. **All events within the internal Master Calendar must be confirmed by the Communications and Media Coordinator** as well as the HR Teacher Administrator (if substitutes are required).
 - i. Once the event date has been confirmed by email by the Communications and Media Coordinator (on behalf of the Master Calendar) and HR Teacher Administrator (if requiring substitutes) you can move forward with sending out the invitations to your event.