

Requesting Rowdy the Mascot Process

Introduction

This process outlines the steps required to request Rowdy the Mascot for an event.

Stakeholders

- School Principals
- Director of Communications
- Creative Content Coordinator
- Associate Principal for Athletics, Activities, and Facilities
- Activities Director
- Athletic Director
- Foundations or Entities associated with CUSD 115

Process

- An individual completes the [Rowdy the Mascot Request Form](#) at least two weeks before the event.
 - The form can be found under the Communications tab of the Intranet or by emailing the Director of Communications.
- The Director of Communications reviews the request to confirm the event is appropriate based on the [Rowdy the Mascot Appearance Guidelines](#).
 - If the event is appropriate, the Director of Communications confirms that an approved performer and handler are available for the requested event and informs the requestor.
- The Director of Communications confirms with the requestor a week before the event.

Associated [Board of Education Policies](#)

n/a

Documents for Reference

- ☰ [Rowdy the Mascot Appearance Guidelines](#)

Review

This process will be reviewed annually.