

Scheduling Events & Meetings

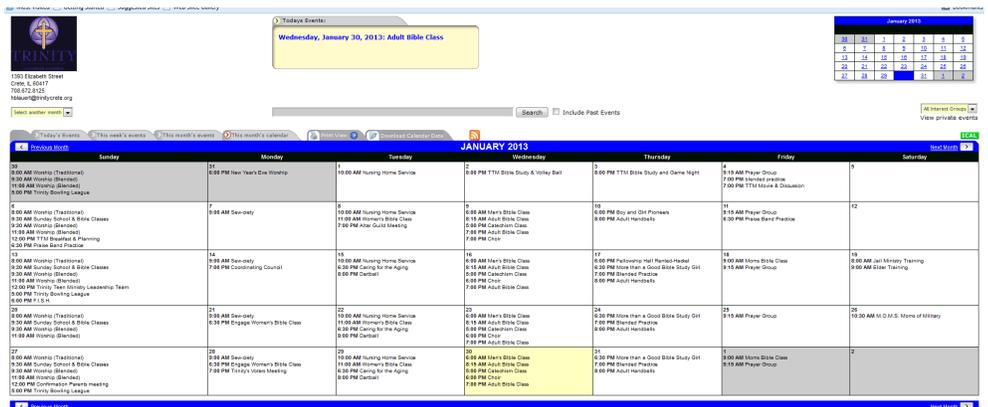
If you want your event or meeting at Trinity

- Go online to www.trinitycrete.org and click on “News and Events”
- Click on the calendar to see what’s already scheduled .
- If you click on a specific event, it will tell you what room is reserved and from what time.
- If a staff person is directly involved in your ministry, have them reserve the meeting space for you. If not, contact Helen Blauert, the church secretary at (708) 672-8125 or hblauert@trinitycrete.org to reserve what you need.
- Please note that if something is already scheduled, they have the room(s) - it’s “first come first served.”
- Reserve the minimum space(s) that you need; don’t over-reserve .
- Don’t assume you will have access to the kitchen. If someone is using the Fellowship hall, they are probably using the kitchen as well.
- If someone from your ministry does not have a key, arrange with Helen to get a key temporarily. (If a key is lost, you will be responsible for the replacement cost.)



After you are done with your meeting:

- Be sure to clean up afterwards and put everything back where you found it.
- Turn off all the lights.
- Lock up ALL the doors.
- Return the key to Helen Blauert if you borrowed one from her.



If you want to schedule something at Illinois Lutheran

- Do NOT assume that the building will be available!!!
- Go to www.ilhs.org and click on "Portal." Then click on "Monthly Calendar" link to see what is going on for a particular day.
- However, sports games are not on this calendar. To see what games a practices are scheduled, click on "Athletic Sports Calendar."
- Contact Matt Heyn at (708) 672-3262 or mheyn@ilhs.org to reserve a building or playground.
- Understand that scheduled school events take priority.
- School events are planned a LONG time ahead, so the longer you plan ahead, the better! :-)
- Arrange with Mr. Heyn to get a key if you need one.

After you are done with your meeting:

- Be sure to clean up afterwards and put everything back where you found it.
- Turn off all the lights.
- Lock up ALL the doors.
- Return the key as directed by Mr. Heyn.

The screenshot shows the Illinois Lutheran Schools website. At the top left is the logo for Illinois Lutheran Schools, Pre-K through 12th Grade. A search bar is located at the top right. Below the logo is a navigation menu with links: Home, About us, Admissions, Academics, Athletics, Portal, International Students, more..., and Cart (0). The main content area features a large blue banner for the "Parents Portal" with the text "Useful information for family and friends" and a button that says "Something Else You Need? - Let us Know". Below the banner are four columns of links:

- Calendar Information:** Monthly Calendar, Hot Lunch Menu, Daily Bulletin (JH/High School), Athletic Sports Calendars, Annual School Calendar.
- Newsletters:** Weekly News and Notes, ILES Charger-News, Quarterly Newsletter, SCRIP November Newsletter, SCRIP Summer Schedule.
- Forms:** Illinois State Physical, IHSA Sports Physical, Elementary Classroom Supply Lists, Jr. High/High School Supply Lists, Chromebook Agreement, Chromebook Discipline Policy, Pizza Day Order Form (Elementary and High School), Service Hours, Dance Dress Code and Dance Policy, Shadow Day Form.
- Schedules:** Daily Bell Schedule, Class Block Schedule (JH/HS), Class Rotation Day Schedule, First Semester Test Schedule.

Additional sections include:

- Opportunities for Support:** Charger Parent Association, ILS Booster Club, Pizza Day, Concessions Sign-Ups, Market Day, Scrip Program, SCRIP Newsletter.
- Guidance:** Guidance Calendar, Meeting, GPAs, Requirements, Attendance Calendar, Helpful Guidance Links, Transcript Requests Online, College Visit Check List.
- Handbooks:** Grade School Student Handbook, High School and Junior High Student Handbook, Co-Curricular Handbook, ILS Style Sheet.
- Request Forms:** (Section header with no visible links)