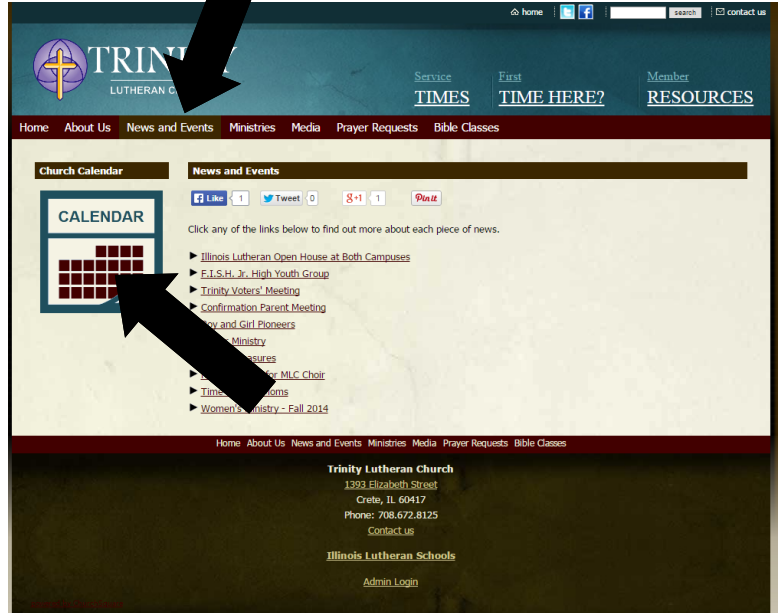


Scheduling Events & Meetings

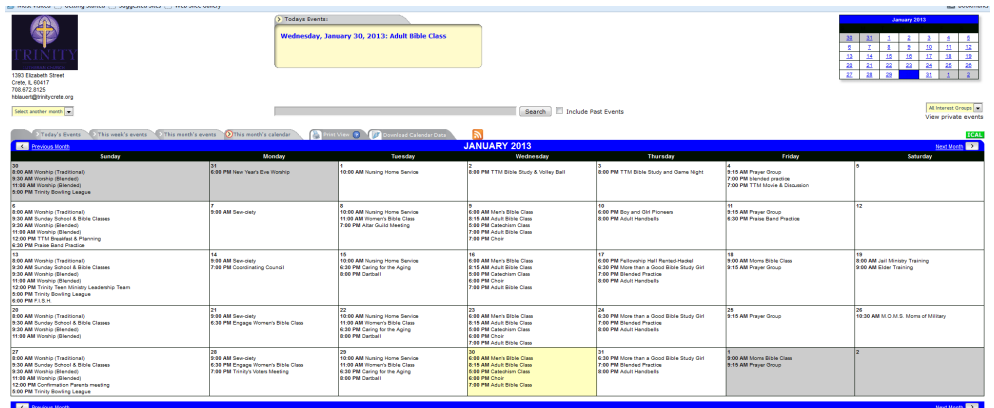
If you want your event or meeting at Trinity

- 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 "Parents Portal" banner with the text "Useful information for family and friends". To the right of the banner is a "Parent Portal" section with a search bar and a button that says "Something Else You Need? - Let us Know". Below the banner are four columns of links: "Calendar Information" (including Monthly Calendar, Hot Lunch Menu, Daily Bulletin, Athletic Sports Calendars, Annual School Calendar), "Newsletters" (including Weekly News and Notes, ILES Charger-News, Quarterly Newsletter, SCRIP November Newsletter, SCRIP Summer Schedule), "Forms" (including 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, Service Hours, Dance Dress Code and Dance Policy, Shadow Day Form), and "Schedules" (including Daily Bell Schedule, Class Block Schedule, Class Rotation Day Schedule, First Semester Test Schedule). There are also sections for "Opportunities for Support" (Charger Parent Association, ILS Booster Club, Pizza Day, Concessions Sign-Ups, Market Day, Scrip Program, SCRIP Newsletter) and "Guidance" (Guidance Calendar, Meeting, GPAs, Requirements, Attendance Calendar, Helpful Guidance Links, Transcript Requests Online, College Visit Check List). A "Request Forms" section is also visible at the bottom left.