

Process of Enrichment Classes Procedure Breakdown

- Park District rep will get approval and get a room name/number from the HD #73 building designee for space for each Enrichment program.
 - For clarification, HD#73 designees and prior room numbers used listed below.
- Park District Rep will enter their request through the online system.
 - The link can be found under www.hawthorn73.org/buildingschedule.
 - They are to note in the comments sections, the room name/room number with set up needs.
 - Note: If you are looking for the Cafeterias, immediately after school hours - you need to SELECT CAFE A and CAFE B (via ADD A ROOM OPTION). Booking both Cafeterias A and B will eliminate sharing space and noise conflicts. If you are wanting Art Rooms, choose respectively.
 - It will be approved, based on the assumed process above.
- Cancellations (low enrollment issues)– send to buildingschedule@hawthorn73.org - noting the reservation number, building, and class title.
- Adjustments – the only items that can be adjusted in the system are times, rooms, therefore, if you have class title changes or dates, you will need to notify as a cancellation, then re-enter your request.
 - Once again, approving through the process listed above.

Once the PD Rep has approval, room assigned, and entered through the online system, it is helpful for the Park District to give each HD #73 designee a copy of the flyer that they can share with the HD #73 office staff and principal(s).

Bldg	HD #73 Designee Contact	Rooms Used for Enrichment in the past <i>(When available and approved at bldg level)</i>
EN	Jessica Flores	Health Room Art Room
TL	Ellen Boothe	Room 217 Room 218 Art Room West Fitness Gym Band Room
ES	Gina Altemese	Art Room #112A & #114A Health Room #109A
ASPEN	Wendy Giovanetto	Art Room Health Room #109 & #257