

Guidelines for Community Events Calendar (for School Principals)

Host a minimum of 3 events annually that involve community participation and promote school-community partnership.

Purpose of Community Events

- Build school-community relationships
- Promote student leadership and civic values
- Create visibility for student work and school culture
- Engage parents, local institutions, and professionals

Annual Event Planning (Minimum 3 Major Events)- Few Suggestions

Event Type	Suggested Timing	Community Involvement Ideas
Environment Day	Earth Week	Tree plantation, clean-up drive, poster exhibition
Science Mela / STEM Fair	November – National Science Day	Local scientists, college students, parent inventors as guests
Cultural Harmony Day	August or December	Cultural booths, food fair, folk performances, family talents
Health & Wellness Camp	October or April	Local doctors, yoga trainers, nutritionists, student demos
Reading Festival	September (Literacy Day)	Invite local authors, storytelling sessions by grandparents
Annual Alumni Meet	November or March	Former students share experiences, mentor current students

Planning Framework for Each Event

Stage	Task	Lead Person
Pre-event (4–6 weeks prior)	Event selection, team formation, permissions	Principal/Event Head
Invitations	Parents, alumni, local leaders, experts	Admin/Teacher Coordinator
Student Roles	Anchoring, logistics, presentations, discipline	Class teachers/House Heads
Logistics	Space, materials, refreshments, first aid	Admin Team
Media & Documentation	Photography, social media, post-event report	IT/PR Team

Student Integration

- Link events to curriculum (e.g., Science Mela for Class VI–X projects)
- Offer event roles: volunteers, compères, presenters
- Reflective sessions post-event to capture student learning

Documentation & Reporting

- Maintain an **Event Portfolio** with:
 - Event concept note
 - Posters, invites, media
 - Attendance list
 - Feedback from guests
 - Photo archive
 - Post-event summary (2–3 paragraphs)

Community Feedback Loop

- Post-event feedback from participants (Google Form or comment wall)
- Include a “Community Voice” section in school newsletters
- Recognize parent/community volunteers in year-end functions

CBSE Compliance

Ensure events:

- Are inclusive and age-appropriate
- Uphold core values: environmental awareness, scientific spirit, unity in diversity
- Avoid political or religious bias
- Are recorded in **School Annual Report**