

5.006 Master Calendar Procedures

Rationale:

The Clerc Center master calendar is a web-based calendar system to assist in planning, coordinating, and communicating events to Clerc Center personnel and KDES and MSSD parents/guardians. The system allows Clerc Center employees to plan for and manage events to foster communication and reduce scheduling conflicts.

All events that are submitted to the master calendar and approved for inclusion will appear in the Clerc Center Office Management System (CCOMS), the master calendar (Google-based), and the *Clerc Center Daily*.

Procedures for submitting events to the master calendar on CCOMS

Employees should:

1. Check the master calendar to ensure there are no potential conflicts.
2. Bring the master calendar review information along with the event description, specific date(s), and times to their supervisor for approval.
3. Upon approval, submit the event to the master calendar using the “Submit Your Event” link in CCOMS.
 - a. If there are no conflicts, the event will be added to the master calendar within two business days.
 - b. If there is a conflict, the calendar coordinator will inform the employee and, if requested, provide alternative dates.
 - i. The employee should inform his or her supervisor of the conflict. The supervisor may elect to discuss the conflict with the individual responsible for the other event. At the supervisors’ discretion, one or both of the events may be rescheduled based on Clerc Center priorities as well as on the urgency and importance of the events.
 - a. If changes are made to either event, the employee must submit a new master calendar request with approval from his or her supervisor for the new dates.
 - b. The calendar coordinator will confirm the revised request with the employee and add the dates to CCOMS, the master calendar, and the *Clerc Center Daily* within two business days.

To submit a master calendar event:

1. Go to CCOMS or <http://ccoms.gallaudet.edu>.
2. Click on “Submit Your Event” at the bottom of the Calendars page.
3. Go to “Web Calendar Form.”
4. Click on “Submit Your Event” again under the heading “Web Calendar Form.”
5. Identify an event category and complete all the necessary fields.
6. Click on “Submit” to send the web calendar form to the calendar coordinator.

Definitions of event categories in the submission form:

- *Clerc Center Activity*—Any activity that may involve Clerc Center personnel, parents/guardians, students, and the Gallaudet University community (e.g., strategic planning, holiday breaks)
- *Clerc Center Personnel*—Professional days or events that involve only Clerc Center teachers and staff
- *Gallaudet*—Gallaudet-related events that may have impact on Clerc Center operations (e.g., Gallaudet graduation, Board of Trustees meetings)
- *GURC*—Events hosted by one of the Gallaudet University Regional Centers
- *KDES*—Events that are limited to KDES teachers, staff, and students; may include events for KDES parents such as Kendall Parent-Teacher Association meetings
- *KDES Athletics*—Athletic events for KDES students
- *MSSD*—Events that are limited to MSSD teachers, staff, and students; may include events for MSSD parents/guardians (e.g., Open House, graduation)
- *MSSD Athletics*—Athletic events for MSSD students
- *MSSD Student Life*—Events held after school and on weekends
- *Training*—Any training or workshop offered by Public Relations, Products, and Training