

South Arbor PTO Event Request Form

This form should be completed for all Events/Fund Raisers to be sponsored by the PTO. The Request must be completed, signed by the Event Chair, and provided to the PTO Secretary no later than one (1) week prior to the monthly PTO meeting.

Name of Event: _____

Purpose: _____

Date and Location: _____

Event Chair Name: _____ Email _____ Phone _____

PTO Board Member Liaison: _____

If a fund raiser, estimate of amount to be raised: _____

Estimated expenses (Please note that the approval of this document does not necessary approve any expenditures that require the approval of the full PTO membership) If you have a budget, you may attached a copy to this form:

Who are the members of the committee working on this event (if known):

Will you send information home to parents: _____ If yes, how and when?

Example: Letter in backpacks on Tuesday, May 2nd (Please provide a copy)

Any additional notes to the PTO President and School Principal:

Approved by:

Tahra Harrell, PTO President _____ Date _____

Kim Bondy, Principal _____ Date _____

The Event Chair, has reviewed, and is responsible for reading/following all Fundraising Guidelines established by the PTO. This includes, but is not limited to, receiving approval of all materials to be sent home with students, etc.

Signature of Event Chair _____ Date _____