



Fundraising/Event Proposal Form

Each fundraising/event proposal should be submitted a minimum of 6-8 weeks in advance of the proposed event date. All proposals will be brought forward to the next calendar PTG meeting for discussion. After the PTG meeting, the PTG president will forward the proposal to school administration for final approval. All proposals will be subject to district approval, if needed. This is done to ensure that all events align with the PTG and school's mission and that we do not overload the school calendar with events and fundraisers.

Event Coordinator: _____

Phone: _____ Email: _____

Type of Event: _____

Will this be a one time event? ☐ Yes ☐ No Will this be an annual event? ☐ Yes ☐ No

Starting Date/Time: _____ Ending Date/Time: _____

Location: _____

Proposed Budget: _____ Estimated Funds to be Raised: _____

Will you need volunteers? ☐ Yes ☐ No If so, how many volunteers? _____

Is there a plan if volunteers do not sign up?

Will you need staff? ☐ Yes ☐ No If so, which staff? _____

Is there a plan if staff is unavailable?

What will be needed from facilities? (ex. tables)

Will there be a charge to families? ☐ Yes ☐ No If so, how much? _____

Please describe your proposed event on the backside of this form.

If applicable, please include a plan of action, a breakdown of budget needs, volunteers needs, etc.

Please be advised that the PTG President should be copied on all communication.

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Date: _____

Date: _____

Date: _____