

ACTIVITY & FUNDRAISER APPROVAL FORM PARENT TEACHER ORGANIZATION/BOOSTER CLUB/FOUNDATION

The purpose of this form is to ensure that activities taking place on Eastmont School District property have been reviewed for compliance with District property and casualty insurance requirements.

Parent Teacher Organization (PTO)/Booster Club Information:

PTO/Booster Club Name: _____ Date: _____

Event Chairman Name: _____ Email: _____ Cell #: _____

Event Information:

Contracts may not be entered into until the School District has approved this event.

What type of event are you planning (check one):

- Activity Only** (cultural, recreational or social event-Funds raised separately)
- Fundraiser Only** (raise funds for future activities)
- Activity/Fundraiser** (admission will be charged at the activity)

Activity/Fundraiser Name: _____ Proposed Date(s): _____

Describe the Event – Please provide information about the event. Attach documentation such as contracts for service (i.e. inflatables) or flyers, etc.

Proposed Location(s) for Activity/Fundraiser: _____

Approval:

PTO/Booster Event Chairman: (Print) _____ Signature: _____ Date: _____

Building Administrator: (Print) _____ Signature: _____ Date: _____

Superintendent/Designee: (Print) _____ Signature: _____ Date: _____

District's Activity Scheduler/Calendar:

Event Scheduled in the School District's online Activity Calendar:

_____ Yes _____ No If "NO", complete the following information:

Time Set Up is Expected to Begin: _____AM PM Time Clean Up is Expected to Finish: _____AM PM

Number of volunteers to support the event: _____ Number of people projected to attend the event: _____

Completed forms are to be kept on file at each school.