



PO Box 113, Hampton Falls, NH 03844

### **LAS PTO Event and Event Funds Request Form**

- Form must be submitted and approved PRIOR to the event planning / contract confirmation.
- Chairperson (or representative) must be present for Event Request to be discussed at an upcoming PTO meeting.
- Request for PTO Funds will need to be voted on at one or two PTO meetings based on requested amount. Funds must be approved by vote prior to spending any PTO funds.

Name of Event / Fundraiser: \_\_\_\_\_

Event chair(s) and contact: \_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Requested Event Budget: \_\_\_\_\_

Repeating Event (Y/N) or New?: \_\_\_\_\_ Approved Event Budget by PTO: \_\_\_\_\_

Brief description of event (i.e. - Is it a fundraiser or a school activity? Who from school does it benefit? Enrichment or entertainment? Projected Costs? etc)

Volunteer needs:

Other supplies or donation needs:

**LAS Event Project Tracker:** Create a list of tasks and needs (add rows/columns as needed) leading up to and including event day. A great resource for future chairmen!

Task:	Who's Task:	Due Date:
<b><i>Submit PTO Event Request. Attend PTO meeting for voting approval on Event and Budget allocation.</i></b>	Chairman	At least 30 days prior to planning
<b><i>Gather all receipts, Fill out and Submit PTO Reimbursement Request Form</i></b>	Chairman	Within 45 days of purchase

***Our Mission:***

The Lincoln Akerman School Parent Teacher Organization, LAS PTO, is a cooperative effort between parents, teachers and administrators who have united to enrich the overall educational experience for our children. The PTO purpose is to provide support and services for our children in collaboration with the school and does so by raising and distributing funds for enrichment and curriculum-related programs, field trips and school activities, as well as supplying educational materials and equipment which are not otherwise underwritten.