

PTO Activity Proposal Form

Thank you for your interest in proposing a new activity. Please provide the following information.

Your Name	
Phone Number	
Email	
Submission Date	

1. Please describe the activity you are proposing.
2. Who in the McCormick Community will benefit from this program? How will they benefit?
3. Who will lead, chair, or instruct this activity?
 - a. Please provide names and contact information.
 - b. Please provide any relevant qualifications.
4. Please provide budget amounts and details:
 - a. What startup costs are associated with this program?
 - b. Once started, what are the yearly costs for maintaining and running the program?

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5. What are the other program requirements?
 - a. Space needs?
 - b. Equipment needs?
 - c. Use of school resources?

6. What is the timeframe of your program during the school year?
 - a. When will it start and end?
 - b. How often will it meet?

7. What is the ideal number or minimum/maximum number of participants needed to run this program successfully?

The purpose of the PTO is to aid the students of McCormick Elementary School by providing support for their educational and recreational needs and to promote open communications between the administration, teachers, and parents.

The majority of planning and budgeting for PTO activities takes place during the summer months prior to start of the school year. The PTO Executive Board will review all proposals as they are submitted but may not be able to implement approved programs until the following school year.

PTO Board Use

Date reviewed:

Findings:

Approve

Decline

Revise and Resubmit

Signature of President:

Signature of Vice President(s):