



PTSA Plan of Work

Please complete this form to submit preliminary budget request or for a new PTA sponsored activity/program. Completed form will be reviewed by Elected PTA Board and presented to PTA Membership. All ideas are welcome!

Today's Date: _____ Activity Date and Time: _____

Funding Needed By: _____

Describe Activity/Program: _____

Is this a one-time request () or Recurring () Frequency: _____

Point of Contact Name: _____

Email: _____ Phone: _____

Cost/Budget Request Amount: _____

(Attach at least one estimate or copy of recurring bill)

Will there be a profit? (approximate amount) _____

How many people are needed to run the event? _____

Who will be impacted by this activity/program? _____

- Attach list of each job needed with number of people required.
- In lieu of estimate / bid attach list materials with approximate cost and where to find them
- Attach timeline (when should each job be done and how far before activity/program during after)

Other important information: _____

Submitter Signature

Date