

# Weyerhaeuser Elementary PTA 5.3.50



## EVENT PLANNING WORKSHEET

PRIMARY EVENT INFORMATION	
Chairperson	Contact Information
Activity	Date
Location	Time

When the membership approves the PTA budget, it is authorizing the Board of Directors to spend the PTA funds.  
*This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate its own plan and budget and present these to the board of Directors for approval.*  
**(Use this worksheet to help your committee build a plan of action.)**

How will this event be advertised? (Contact the appropriate Committee Chair for assistance)

Facebook _____ <input type="checkbox"/>	PTA Newsletter _____ <input type="checkbox"/>
Readerboard _____ <input type="checkbox"/>	School Newsletter _____ <input type="checkbox"/>
PTA Website _____ <input type="checkbox"/>	Kidmail Flier _____ <input type="checkbox"/>
Posters around WES Campus <input type="checkbox"/>	Large banner in front of School <input type="checkbox"/>

(Please note: any kidmail must be approved by the principal ahead of time, and a copy filed by the school secretary. School paper cannot be used for PTA fliers. There is a PTA paper supply in the portable.)

Description of event/program/fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Volunteers Needed: \_\_\_\_\_ Number of Volunteers already contacted: \_\_\_\_\_

If volunteers are working with food, please ask about food handlers' permits, and guidelines.

(If there is a need for more volunteers, our volunteer coordinator will gladly forward an email to our members.) [wesptaboard@yahoo.com](mailto:wesptaboard@yahoo.com)

If your committee will have expenditures, explain how the budget will be spent. If your committee is budgeted for income, explain how the income will be made.

Expenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a cash drawer with starting bank needed? Yes/ No (If yes, please fill out the request form)

Deposit of profits must be made in a timely fashion and counted and verified by two members.

Treasurer will usually be present to receive and verify funds. Yes? \_\_\_\_\_ (signature)

If no,

When will you be making this deposit? \_\_\_\_\_ Date/time.

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser, or any other potential legal obligation financial or otherwise, without the approval of the board of directors. This includes ESD building use permits and contracts with outside businesses.

.....(For use by PTA Board)

Approved: \_\_\_\_\_ and \_\_\_\_\_ (two board signatures)

Secretary submitted Building use on \_\_\_\_\_ (Signature/Date)

Treasurer has submitted "additional insured" for this event \_\_\_\_\_ (Signature/Date)

Cash box will be delivered on (Date/time) \_\_\_\_\_ by \_\_\_\_\_ (Signature)

Board recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_