



## Program Planning Form

*Please complete this form for all new and existing PTA programs or programs that require PTA funding. Completed forms must be emailed to [volunteer@ivepta.org](mailto:volunteer@ivepta.org) or delivered to the Volunteer Coordinator mailbox in the IVE copy room at least 60 days prior to the start date so the board can review the application.*

**Program (Event/Activity etc.) Name:** \_\_\_\_\_

Date submitted: \_\_\_\_\_ School Year: \_\_\_\_\_ Is this an existing program? Yes/No

Applicant's name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Description:** (Goals/objectives, who and how many people will benefit, how will they benefit etc.)

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**Volunteers:** Total number of volunteers needed: \_\_\_\_\_

What will volunteers do? Please provide a description of volunteer work:

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**Finances:** If this is an existing PTA Program/Event, what is the approved budget? \_\_\_\_\_

If this is a new Program/Event, what is the proposed budget? \_\_\_\_\_

Describe how PTA funds will be used:

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**Income:** Will this Program/Event generate revenue? If so, how?

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**Timing:** Include start/end dates and times. \_\_\_\_\_

**Facilities:** School areas/Equipment/ Other resources needed:

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**Contracts:** Will this require any legal contracts? Yes/No (Note: All contracts require 2 BOD signatures and one must be a President)

**Communications:** Which forms of communication do you plan to use to promote your Program/Event?

|              |  |                   |  |
|--------------|--|-------------------|--|
| E-News       |  | Kid Mail          |  |
| Facebook     |  | Room Parent Email |  |
| Reader Board |  | Bulletin Board    |  |
| Website      |  | Display Case      |  |

**Other:** (Anything else the Board should know) \_\_\_\_\_

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