



HARBOUR POINTE PTO

## Request for Harbour Pointe PTO Event Sponsorship

### Sponsorship Criteria:

1. Complete the following application and submit it to HP PTO through the school's main office.
2. All applications require PTO Board review/approval in advance of the event. Applications must be submitted to the Board no later than one month prior to the event date.
3. For PTO liability protection, a minimum of two current PTO Members must oversee any collection of monies at the event, including the reconciling of monies at the end of the event.
4. The proposed event must involve students, families or staff currently attending Harbour Pointe Middle School.

Your Name (First and Last): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Your Relationship to HPMS? \_\_\_\_\_

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Event description/purpose: \_\_\_\_\_

\_\_\_\_\_

Will money be collected at this event? \_\_\_\_\_

Date/Day of event: \_\_\_\_\_

Time event will begin: \_\_\_\_\_

Time event will end: \_\_\_\_\_

Please sign the below statement acknowledging your comprehension of the HP PTO requirements:

*I have read and understand the above sponsorship criteria and, if applicable to the event, will comply with the requirements for the collection of monies.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date