



\_\_\_\_\_ PTA/PTSA  
**Program Proposal Form**

**Have a good idea? Let us know what you would like to bring to our PTA.**

**INSTRUCTIONS:** Please type in your information. Please submit form to \_\_\_\_\_@\_\_\_\_\_.com at least 10 days prior to executive board meeting at which program approval needed.

Title of proposed program:

Name of person submitting proposal:

Contact information for proposal submitter:

Name of person proposed to coordinate program:

Contact information for proposed program coordinator:

List names of other volunteers (if any) who will work on this program:

Why do the children of the school need this program?

What exactly does this program involve (no more than 300 words)?

Proposed program dates (please list dates for planning, implementation and evaluation):

Are the proposed program date(s) open on the school calendar? Are there any schedule conflicts with other PTA or school activities?

Proposed program location (if at the school outside school hours, requires 2 months' advance notice, so that appropriate facilities use permit can be obtained):

Proposed costs to the PTA (indicate all monetary and in-kind support needed, as well as other resources or assistance needed):

Proposed costs to the school (indicate all monetary and in-kind support needed, as well as other resources or assistance needed, such as custodial services, parking, etc.):

Submit any collateral materials (for example, promotional flyers, sign-up sheets, parent permission forms etc.)