

**Application for PTO Co-Sponsorship of a Community/Regional Event.
The link to the actual form is on the PTO web site:**

Applicant's name _____

Sponsoring Organization _____

Name of the Event _____

Date(s) of Event _____

Location of event _____

Brief Description of Event:

In order to receive PTO co-sponsorship, the event must fulfill the following criteria:

1. It is open to the community and/or region **YES** **NO**
 - a. The breadth of the community will vary depending on the nature of the event and topic. For example, a workshop on PO open to teachers in a city or a large school district might be appropriate, but a workshop on PO for the faculty of one school would not be.

2. It provides an opportunity for attendees/participants to increase their skills in and understanding of PO and/or TO. **YES** **NO**
 - a. A "training" institute, workshop, or conference is appropriate, while a performance for the public would not be.
 - b. The entire event must meet this criterion. PTO will not endorse a single session or presentation at a larger conference.

3. It is participatory **YES** **NO**
 - a. The event must focus on developmental work through participatory activity. A lecture about PO or TO would not be appropriate.
 - b. Information about lectures and performances may be submitted for inclusion in the calendar, but not for co-sponsorship.

4. The person requesting the sponsorship is currently a member of PTO.
___ **YES** ___ **NO**
 - a. If **NO**, are you willing to join before the application is considered?
___ **YES** ___ **NO**
5. Is there is a fee for participation? ___ **YES** ___ **NO**
 - a. If **YES**, PTO members will receive a discount. ___ **YES** ___ **NO**

If PTO co-sponsors the event, you agree to take the following actions:

1. Send an announcement of the event with a description and links for inclusion on the PTO web page and in the PTO calendar
2. Include a brief description of PTO, its URL and membership registration link, and an indication of the discount for PTO members (if appropriate) with all publicity
3. Distribute PTO-supplied promotional materials (if available) at the event
4. Supply a report to PTO within 3 weeks the event in an appropriate format
 - a. Must include a brief written description, and may also include text, photos, videos, transcripts of presentations, etc. *

I UNDERSTAND AND AGREE

If PTO co-sponsors the event, the organization will take some or all of the following actions: *

1. Announce the event on the PTO web page
2. Enter the event in the PTO calendar
3. E-mail an announcement of the event to PTO members
4. Supply promotional materials as available
5. Provide space for a report about the event in a Community Events section of the web page and/or the Journal

I UNDERSTAND AND AGREE

Contact information:

Name _____

Email address _____

Web page _____

Preferred telephone number _____

Additional telephone number _____

NOTES:

- * Photo and video releases must accompany photos and videos
- * PTO co-sponsorship does not imply any fiduciary obligations. PTO is not liable for the event nor do PTO insurance policies cover the event.