

## Fox River Grove PTO Event/Activity Date Request Form

Due to the large number of events and activities sponsored by the FRG PTO and other local groups, **all dates for PTO sponsored events and activities must be submitted for approval by the PTO Executive Board.** By doing so, we hope to have an even balance of PTO events, as well as camaraderie with other local groups. Our goal is to avoid overlapping events and activities with this new policy. Your cooperation is greatly appreciated!

Chairperson Name: \_\_\_\_\_

Committee: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request Submitted On: \_\_\_\_\_

Is this a recurring event/activity? \_\_\_\_\_

If so, indicate how many times and the frequency of the event/activity \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*Please include a second date choice:*

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\* \* \* \* \*

*PTO Executive Board Use*

Approved    YES    NO            Date: \_\_\_\_\_    Inform Committee \_\_\_\_\_