Sample Event Approval Form

You should use this for each PTO sponsored event. Our Directors and Officers Insurance covers the co-Presidents and one Treasurer at each member school. This form is back-up information to show that an event was organized with approval from the co-presidents of your PTO.

You can put this form on your school letterhead

Event _____

Date(s) _____

This event is for _____(students/parents)

Approximate number of attendees _____

List outside suppliers or vendors used:

_____

_____

_____

_____

_____

_____

Chairperson(s) of event_____

This event is being organized and held on behalf of the_____,
 a member of the Parent Teacher Council of Stamford.

This event is approved by:

_____   _____
Co-President   Co-President
Date   Date

Parent Teacher Council of Stamford, CT
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A check request form should be kept on file for all checks written to reimburse parents/teachers for expenses and for payments for visiting artists, bookfairs, performers and other support programs the PTO undertakes. The expenses should be part of the approved PTO budget. This form should also be used for payments for field trip expenses and other checks where the PTO just acts as the holding agency. In addition to this form, receipts should be collected for all expenses.

Your School Letterhead

Sample Check Request Form

Date of Request _____   Date needed by_____

Amount requested_____

Requestor's Name_____

Requestor's Signature_____

Payable to _____

Address/Phone number_____

_____

Description/Purpose_____

_____

Co-president Approval_____

■■■

Check #_____Date paid _____

Budget category_____

Treasurer's Signature_____
Please attach all receipts here

A deposit form should be used for every event where money is collected. The chairperson of the event is responsible for the money until the deposit form and deposit are given to the treasurer. At that time the treasurer should recount the money to make sure the total is correct before signing. You can also use a similar form for teachers who collect money.

Sample Deposit Form

Name: _____Date: _____

Event (and/or grade): _____
Contact the Treasurer **before** the event to arrange for the deposit. All moneys must be deposited as soon as possible after the event. Fill out the appropriate areas of the form and sign.

CASH:

	X	100	
	X	50	
	X	20	
	X	10	
	X	5	
	X	1	
	TOTAL:		

Total Currency: _____

COIN:

	X	$10		Quarters
	X	$5		Dimes
	X	$2		Nickels
	X	.50		Pennies
	X			

Total Coin: _____
CHECKS:

Number of Checks	Total Check Amount

DEPOSIT TOTAL: _____

Event Chair Signature/Date _____

Treasurer Signature/Date: _____

Fundraising Chair Signature/Date_____

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