

Program Folders Form

Harris Hill PTA

Thank you for volunteering to chair: _____

Planned dates for program: _____

The PTA budget for this program is \$: _____

Your program is overseen by the following committee: _____

The chair for this PTA Board Committee is:

Name _____

Phone _____

Email _____

If you have any questions please feel free to contact your committee chair. The committee chair will be in touch with you near the time of your event to touch base and to get updates.

The program folder includes the following information regarding important PTA and school policies:

- PTA Event Guidelines
- Event Set Up and Clean Up
- Event Summary Form
- Use of Building Request Form
- Reimbursement Form
- Tax Exempt Form
- Publicity Information Form
- Morning Announcement Form

Your PTA Board Committee Chair has all of these forms on their computer – if you would to have an electronic copy of any document, please let them know. These form can also be found on the PTA website (www.harrishill-pta.org/forms).