



## Event Proposal Form Cottonwood Creek PFC

### Instructions:

- Event Proposals can be submitted by Cottonwood Creek parents, teachers or staff to be considered for PFC funding/support.
- Event Proposals must be submitted to the PFC mailbox a minimum of 6-8 weeks in advance of the proposed event date; the proposal will be discussed for a potential vote.
- For teachers - principal approval/signature must be obtained prior to submission of this form.

Title of proposed program/event: \_\_\_\_\_

Name of person submitting proposal: \_\_\_\_\_

Contact information (email and phone): \_\_\_\_\_

Event start date/time: \_\_\_\_\_ End date/time: \_\_\_\_\_

Are the proposed date(s) open on the school calendar? Are there any schedule conflicts with other school activities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed program location (if at the school outside school hours, requires 8 week advance notice, so that appropriate facilities use permit can be obtained): \_\_\_\_\_

\_\_\_\_\_

Are volunteers needed? If yes, how many? \_\_\_\_\_

How will students at Cottonwood Creek benefit from this program/event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ESTIMATED COSTS

Proposed costs to the PFC (indicate all monetary support needed, as well as other resources or assistance needed): \_\_\_\_\_

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Estimated total cost: \$ \_\_\_\_\_

### Principal Approval: (teachers only)

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For PFC Purposes:

Date Received: \_\_\_\_\_

Request Status Date: \_\_\_\_\_

Approved

Denied

PFC Lead Name: \_\_\_\_\_