

Event Request Worksheet

Managing an event requires a well organized plan. This worksheet is intended to be an aid to chairpersons as they plan a variety of events for ALES. Clear communication that involves parents, teachers, the principal, and the PTL is the key to a successful event.

Parent planned events should not rely on the principal or teachers to carry out certain aspects of the event including but not limited to: typing handouts, making copies of handouts, or purchasing materials. Event chairs should plan to use the copier or other resources at Advent after school hours and this should be pre-arranged with the principal. Disruptions to the normal school day should be kept to a minimum.

When you have information to distribute, Friday is the best day for materials to go home to parents. These materials should be delivered to the school **at least by Wednesday** in order to go home that Friday. Materials should already be copied, collated, and counted out in stacks of ten. Be sure to provide a few extra materials.

Prior to the event, complete the event request worksheet (ERW) and present it and/or give the worksheet to the PTL. The purpose is not for the PTL to approve the event or brainstorm new ideas; rather, it is so the PTL is well informed about the activities which take place at Advent. After the PTL has been informed about the event, the president or his/her designee will present the ERW to the School Board for approval.

Parent planned events at ALES, especially those which specifically raise funds or ask for donations in the form of goods/services and/or money, must be approved by the School Board and the Church Council.

FUNDRAISING LIMITATIONS

(Adopted Voters' Meeting, March 4, 2001, Advent Lutheran Church)

- All fundraising activities must be approved in advance by the Church Council.
- No fundraising will be approved if the purpose is to meet operating expenses of the church or any of its operating elements.
- Fundraising activities shall not compromise the vision or mission of the congregation.
- All fundraising activities shall ensure that a positive image of the church is projected.
- All fundraising activities will have a definite beginning and ending schedule.
- All fundraising efforts must be will organized by identifying a chair and other key responsible participants.
- All fundraising activity must benefit only church-related organizations and not individuals.
- Fundraisers consisting of bingo, raffles, or games of chance of any type are not considered appropriate.

Event Request Worksheet

Please complete both sides and submit this to the PTL president.

PTL president shall make a copy for the event notebook and present the original to the School Board for approval.

School Board Chair's signature, indicating approval of the event:

_____ **Date** _____

Please return signed form to the event chairperson.

Event chairperson Contact information (phone, cell, email)
Purpose of event
Event venue
Event time
Event starting & ending dates
Event alternate date
Estimate number of needed volunteers
If the event raises funds, for what purpose will they be used?

If funds are being raised to perform a purchase, who is responsible for the purchase and by what date will it be performed?

Will anyone need to be reimbursed for purchasing items/materials for the event? If so, state what will be purchased, the purpose, and estimated cost.

How will parents be informed of the event? (need at least four week notice with reminders)

How will parents be informed about the final results of the event?

If you are seeking donations, what sources will you use?

If you are seeking donations, how will you secure stationary & postage for donation requests, thank you letters, and other correspondence?

Other: