



Enrichment Activity Request Form

Instructions:

1. Complete form and attach appropriate documentation.
2. **Submit to PTO Committee Chair for approval.**
3. Submit to PTO Treasurer.

Your Name _____ Phone _____

Email address _____

Date Submitted _____ Date of Activity _____

Description of Activity:

Estimated Total Cost: \$ _____

**Pre-approval of activity by the appropriate Committee Chair is required.*

Approvals:

Approved by Committee Chair _____ Date _____

Approved by (PTO Officer if over \$1,000) _____ Date _____