Request Form for PTO Assistance

Dear East Early Staff,

The PTO would to assist EECHS for upcoming school related events. In order to serve you well, please fill out the information request below. 1) Submit with minimum 10 days before the date of the event. 2) Allow 3 days for PTO to review and approve. Organizer / Person submitting will receive an email response from PTO via email.

Send by email: EastEarlyCollegePTO@gmail.com

Complete Event Info below for all Requests			Date of Request:
Event Date		Name of Event	
Start / End Time		Location	

No. of Students Room No. Grade Level Submitted by

Request for Volunteers

No. Parents Needed	Will parent drive?	
Setup time	Comments	
Clean up time	No. of Students	

Request for Non Food Items

Items Request	Qty	Special Instructions	Deliver To

Request for Food

Food Item	Qty	Refrigeration/Freezer?	Comments / Deliver To