



Kolb PFC Event Proposal Form

Instructions

- Event proposals can be submitted by Kolb parents, teachers, or staff to be considered for PFC funding/support.
- Event proposal form must be emailed to the President(s) a minimum of 6-8 weeks in advance of the proposed event; the proposal will be discussed for a potential vote.
- To teachers – Principal approval/signature must be obtained prior to submission of this form.

Title of the proposed program/event:

Name of person submitting proposal:

Contact information (email and phone):

Event start date/time:

Event 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 Kolb 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)

Estimated total cost:

Principal Approval: (teachers only)

For PFC Purposes

Date Received:

Request Status Date:

Approved

Denied

PFC Lead Name: