

**John Green Elementary School
PFC Event and Program Procedure Form**

The John Green PFC is requesting that the current Chairperson provide all the below information. This information will serve as a general guideline to any future chairpersons on how to run the event or program. Programs are ongoing and include but not limited to Art in Action, Junior Achievement, and Yearbook. Please attach any documents that are important to coordinate this event or program the following year.

Event or Program Name

Chairperson:

Phone # :

Email:

Co-Chair:

Phone # :

Email:

Co-Chair:

Phone # :

Email:

Activity Name:

Description/Purpose of the event or program:

Grades participating in the activity:

Date(s) of activity:

Time/Hours:

Is the activity mentioned on the school calendar?

Chairpersons required:

Name of the previous Chairperson/Coordinator:

Who else should be contacted that has prior experience:

How much lead time is required for planning:

Is a budget required for Food, Vendors, Supplies, etc.:

Does money need to be funded by the PFC?

How Much?

NOTE: Please be sure to have the PFC Board approve your event cost prior to any purchases.

Is this activity expected to raise any funds for Green school?

Is any outside vendor required for this event?

If Yes, please provide vendor's information below:

Business Name (1):

Business Name (2):

Business Name (3):

How many volunteers are needed:

NOTE: Please contact the Director of Volunteers for a list of potential parent volunteers.

What types of duties will a volunteer fill?

Does this activity require teacher's involvement or school time?

If yes, what type of involvement:

Venue of the event at Green Elementary (e.g. playground, Library/Media center):

You need to fill out a Facilities Request Form (look for link under Parents Info Tab at johngreenpfc.org)

Are Janitorial services required (e.g. table set up, trash collection)?

How will you advertise the event?

Is there student confidentiality required (do you have access to student's personal information?):

Overall, what do you think is the time commitment from a chairperson's perspective:

Please highlight some of the steps for planning this event or ongoing program:

NOTE: Once the event is over, and you have time to reflect on what worked and what did not, please modify this form to reflect any changes you think should be made or anything that you think should stay the same. This will be helpful to any future chairs on this event!

Please note (below) any changes that you made to the event or program this year, over last year, that worked to the event or program's benefit:

Please also note (below) anything you would do differently next year:

