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2270 Plaza Dr • Highlands Ranch CO • 80129 • 720.383.4519 • info@bfacademy.org

## EVENT RESOURCE REQUEST FORM

Ben Franklin Academy's Parent-Teacher Organization will set aside funds to provide the Academy with resources to hold events that will benefit our school community. Please fill out the form and return to a PTO Officer or email to [pto@bfacademy.org](mailto:pto@bfacademy.org) prior to the monthly PTO meeting. The request will need to be approved by the Officer Board of the PTO and the Principal. Filling out a request, does not guarantee approval. We ask that you provide at least one source of revenue either for or at the event.

Committee or Group requesting Resources \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

Name and description of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will you be needing the PTO to help provide volunteers? \_\_\_\_\_

If so, how many? \_\_\_\_\_

### Financial Resources

1. Please provide an itemized budget of the event (Attach)

2. Total estimated cost of event \_\_\_\_\_ Total \$ \_\_\_\_\_

3. List sources of revenue for event \_\_\_\_\_ Total \$ \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Upon completion of the event, we ask that you and your committee members fill out an Event Evaluation form to provide valuable feedback for the PTO and future school events.

Requests will be voted upon at the PTO meetings, the first Thursday of the month.

Please plan appropriately and submit your request prior to your event.

Thank you!

Ben Franklin Academy  
Parent-Teacher Organization  
[pto@bfacademy.org](mailto:pto@bfacademy.org)

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