

HANSON PTO EVENT & FUNDRAISER CHECKLIST



Please email *completed form to hansonpto@yahoo.com

****Event/Fundraiser:** _____ **Date:** _____

-Facilities/space requested? (YES/NO) **Date:** _____

****(email Building use request form to Jan.Hurstak@whrsd.k12.ma.us and*

*CC HansonPTO@yahoo.com & Susan.Andrews@whrsd.k12.ma.us)****

-Facilities/Space approved? (YES/NO) **Date:** _____

-Flyer Approved by Indian Head Administration? (YES/NO) **Date:** _____

****(email to garry.pelletier@whrsd.k12.ma.us, jennifer.costa@whrsd.k12.ma.us, and CC*

*HansonPTO@yahoo.com)****

-Flyer Approved by WHRSD (after IH approval)? (YES/NO) **Date:** _____

****(email to Executive Assistant to Superintendent: michelle.lindberg@whrsd.org, and CC:*

*garry.pelletier@whrsd.k12.ma.us, jennifer.costa@whrsd.k12.ma.us, and HansonPTO@yahoo.com)****

-Flyer Emailed/Posted to PTO Social Media? (YES/NO) **Date:** _____

-Signup Genius Distributed? (YES/NO) **Date:** _____

(Username: hansonpto@yahoo.com; Password: PTOmaquan02341!)

-Volunteers Acquired? (YES/NO) **Date:** _____

-Additional Departments Contacted? **Date(s):** _____

Please Circle: (FIRE/POLICE/HIGHWAY/RECREATION/SELECTMEN) _____

(To be filled out after event):

-Invoices Collected (YES/NO) **Date(s):** _____

-Invoices Submitted to Treasurer (YES/NO) **Date(s):** _____

Please write N/A if question does not apply

CHECKLIST DUE 1 WEEK BEFORE EVENT/FUNDRAISER