

**Parent Teacher Organization
Agenda Item Request Form**

Name	
Type of Request	
Description	
Funds Requested	
Date of Event	

NOTE: Your request must be submitted no later than one week prior to the meeting date. If your item is not received within this time frame and you would like it to be considered, you may request that it be added on at the meeting. If the committee chooses to add the item, it will be added to the agenda. If the committee chooses not to add the item on, it will be added to the next month's agenda.