



VPE PTA “IDEA FORM” For Event Planning

Thank you for submitting an IDEA! VPE PTA is always looking for ways to enhance parent engagement. Ideas help give support to the school, form educational events, and strengthen our community!

Today’s Date:

Committee and/or Event Name:

Name(s) and preferred method of contact:

Event date and location:

Event budget allocation:

Description of project or event timeline:

Supplies or school resources needed:

Number of volunteers needed:

Advertising methods (please attach any flyer for approval)

Idea form needs to be turned into the VPE PTA Vice President 60-days prior to proposed committee/event date. Acting VPE PTA Officers will take all ideas and present them at VPE PTA meeting. The information will also be posted in our socials. At the next meeting VPE PTA will be voted on. Not all ideas can be implemented due to pre-determined funds. A VPE PTA will follow up if the idea passes.