



# I have an IDEA!

**Goal: (and how it fits the PMES PTA Goals)**

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**How:**

Please include a list of materials needed. How will we acquire them? Donations, borrowing, purchasing?

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**Budget:**

Please include a list of itemized expenses (a guess is fine), and a total.

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**Volunteers:**

Please include number of people needed to make this event run smoothly. What will their responsibilities be?

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**When:**

Please include a proposed date or timeframe for the event, if applicable.

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**Are you willing to chair this event or do you know someone who has agreed to do so?**

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**Additional info:**

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please submit a completed form to a PMES PTA Officer  
(President, VP, Secretary or Treasurer) for review by the Board of Directors.*