

**Application for PTO Co-Sponsorship of a Community/Regional Event.  
The link to the actual form is on the PTO web site:**

Applicant's name \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Name of the Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Location of event \_\_\_\_\_

Brief Description of Event:

In order to receive PTO co-sponsorship, the event must fulfill the following criteria:

1. It is open to the community and/or region  **YES**  **NO**
  - a. The breadth of the community will vary depending on the nature of the event and topic. For example, a workshop on PO open to teachers in a city or a large school district might be appropriate, but a workshop on PO for the faculty of one school would not be.
  
2. It provides an opportunity for attendees/participants to increase their skills in and understanding of PO and/or TO.  **YES**  **NO**
  - a. A "training" institute, workshop, or conference is appropriate, while a performance for the public would not be.
  - b. The entire event must meet this criterion. PTO will not endorse a single session or presentation at a larger conference.
  
3. It is participatory  **YES**  **NO**
  - a. The event must focus on developmental work through participatory activity. A lecture about PO or TO would not be appropriate.
  - b. Information about lectures and performances may be submitted for inclusion in the calendar, but not for co-sponsorship.

- 4. The person requesting the sponsorship is currently a member of PTO.  
 \_\_\_ **YES** \_\_\_ **NO**
  - a. If **NO**, are you willing to join before the application is considered?  
 \_\_\_ **YES** \_\_\_ **NO**
- 5. Is there is a fee for participation? \_\_\_ **YES** \_\_\_ **NO**
  - a. If **YES**, PTO members will receive a discount. \_\_\_ **YES** \_\_\_ **NO**

If PTO co-sponsors the event, you agree to take the following actions:

- 1. Send an announcement of the event with a description and links for inclusion on the PTO web page and in the PTO calendar
- 2. Include a brief description of PTO, its URL and membership registration link, and an indication of the discount for PTO members (if appropriate) with all publicity
- 3. Distribute PTO-supplied promotional materials (if available) at the event
- 4. Supply a report to PTO within 3 weeks the event in an appropriate format
  - a. Must include a brief written description, and may also include text, photos, videos, transcripts of presentations, etc. \*

**I UNDERSTAND AND AGREE**

If PTO co-sponsors the event, the organization will take some or all of the following actions: \*

- 1. Announce the event on the PTO web page
- 2. Enter the event in the PTO calendar
- 3. E-mail an announcement of the event to PTO members
- 4. Supply promotional materials as available
- 5. Provide space for a report about the event in a Community Events section of the web page and/or the Journal

**I UNDERSTAND AND AGREE**

Contact information:

Name \_\_\_\_\_

Email address \_\_\_\_\_

Web page \_\_\_\_\_

Preferred telephone number \_\_\_\_\_

Additional telephone number \_\_\_\_\_

NOTES:

- \* Photo and video releases must accompany photos and videos
- \* PTO co-sponsorship does not imply any fiduciary obligations. PTO is not liable for the event nor do PTO insurance policies cover the event.