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 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.