



CORNERSTONE ACADEMY PTO HELP REQUEST FORM

Teacher's Name: _____ Date: _____

Specific event or situation: (ex. student's house fire)

WHAT DO YOU NEED HELP WITH?

☐ FINDING VOLUNTEERS

☐ HELP FINDING VENDORS

☐ SOURCING MATERIALS (EX.
GETTING T-SHIRTS PRINTED)

☐ MAKING POSTERS OR
SOCIAL MEDIA POSTS

☐ COORDINATING EVENT

☐ ONGOING VOLUNTEER HELP

☐ DONATIONS OF MATERIALS

☐ OTHER (PLEASE EXPLAIN)

We will do our best to help you with your needs. Please give your CAPTO at least 4 weeks of advanced notice for expected needs. We will do our best to help with unexpected needs should they arise.

Thank you,

Your CAPTO

Approved Date: _____ Denied Date: _____ (short explanation attached)

Board Member Signature: _____

If outside of budget, date of board voting and approval: _____

Cornerstone Academy PTO (CAPTO) cannot provide monetary involvement in extracurricular activities outside the school, though we can help in the above listed ways. If you're not sure if we can help, please reach out and we will review your request along with our bylaws to let you know.

You can also find this form online for submission at