

## Public Relations Fund Request

To request funding from CPTA for a public relations activity/event, please complete this form and return it to Heather Pino at hpino@ccapta.org. If your request is approved, funds will be granted within 14 days of receipt of this form. This form should be submitted by a PR Chair or a district leader.

Name: \_\_\_\_\_

District: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount requested:      \_\_\_\_\_ \$50      \_\_\_\_\_ \$100      \_\_\_\_\_ \$250      \_\_\_\_\_ \$500

If you need promotional items for your event please indicate a quantity next to each item below.\*

Grocery Totes \_\_\_\_\_

Zipper Pulls \_\_\_\_\_

Safety Flashers \_\_\_\_\_

Luggage Tags \_\_\_\_\_

Cooling Towels \_\_\_\_\_

Do you need to borrow the CPTA banner?      Yes \_\_\_\_\_      No \_\_\_\_\_

\*Please note that CPTA only keeps a limited supply of promotional items in the office. If you need more than a **total of 200** promotional items you need to submit your request at least two months prior to your event. This will allow CPTA to order the item for you.

Ship to address for promotional items or banner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>For CPTA Internal Use Only</b>	
Date received _____	_____
Approved _____	Denied _____

