

LABELING OF PTO DONATIONS

In order to receive points for any items donated to a PTO-sponsored event, the item(s) must be labeled with the following details:

- Your name
- Your child(ren)'s name(s)
- Teacher(s)'s name(s)
- Event for which you're donating
- Item(s) Donated
- Dollar amount spent

All receipts should be submitted to the Committee Chair(s) for the event for which you're donating. **If an item is not labeled, points will not be awarded.**

Below are sample labels that can be completed and attached to donated items in order to receive points. However, any label with the required information included may be used.

<p style="text-align: center;"><u>PTO DONATION</u></p> <p>Name:</p> <p>Child(ren)'s Name(s):</p> <p>Teacher(s):</p> <p>Event:</p> <p>Item(s) Donated:</p> <p>Amount Spent:</p>
<p style="text-align: center;"><u>PTO DONATION</u></p> <p>Name:</p> <p>Child(ren)'s Name(s):</p> <p>Teacher(s):</p> <p>Event:</p> <p>Item(s) Donated:</p> <p>Amount Spent:</p>

