

# STATE BOARD MEMBER FIELD SERVICE REQUEST FORM



**Purpose:**

Use this form to request a State Board Member (Georgia PTA Board of Directors) to speak at your PTA meeting or conduct a workshop/training for your PTA. All requests are subject to the approval of the President.

**Instructions:**

- Make copies of this form as needed. Fill in the information requested below. Please print.
- When possible, please send request at least 30 days prior to the requested event.
- If possible, please include a cell phone number for a contact person who will be available prior to the event. Many times board members need to speak with someone immediately prior to the event (for directions, emergencies, etc.).
- The contact person listed below will be called or emailed once the event arrangements are confirmed with the state board member(s).
- Direct all questions to the state PTA office, 404-659-0214 or 800-PTA-Today.
- Mail to **Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.**  
Forms may also be faxed to 404-525-0210.

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Cell Phone		Email	
Home Phone		Name and Cell Phone of a contact person who will be available prior to the event	

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Purpose/Goal of Event \_\_\_\_\_

Topic(s) Requested \_\_\_\_\_

Board Member(s) Requested \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Requested Duration of Presentation \_\_\_\_\_

Types of Audio Visual Equipment Available: \_\_\_\_\_ Overhead \_\_\_\_\_ DVD/Monitor \_\_\_\_\_ LCD Projector/Screen

Address and Phone Number Where Event Will Take Place \_\_\_\_\_

President's Signature \_\_\_\_\_

***You must include directions to the event on a separate page.***