

FIELD SERVICE REQUEST FORM

INSTRUCTIONS – Complete and send/email this form to – cfinup@capta.org– for approval of Field Services.

District President:

District PTA:

California State PTA Participant(s) Requested	Field Service Topic Requested	Time Allotted	Date Confirmed w/participant

Purpose of Field Service for California State PTA Participant(s) (Check all that apply):

☐ Workshop Presenter ☐ Speaker ☐ District Assistance ☐ Program Presenter ☐ Guest

PROGRAM INFORMATION (Please attach and send proposed agenda):

Date:

Time to Start:

To End:

Program Topic:

Anticipated Number in Attendance:

Audience will include representatives from (check all that apply):

☐ Units ☐ Councils ☐ District PTAs ☐ Teachers ☐ Administrators
☐ Students ☐ Community ☐ Local Media ☐ Other: _____

ADDITIONAL INFORMATION:

PTA President's Signature:

Cell Phone:

Email:

Note – Please contact presenters 2 weeks before the event to confirm attendance, assigned topics and other details including the number of participants for workshops.