

Nancy Kempel, 11/01

**EVENT PLANNING
AT
HIGHTOWER TRAIL MIDDLE SCHOOL
2005-2006**

In an effort to better coordinate events, field trips, fundraisers, and sales at Hightower among our various clubs and PTSA, please complete this form and return it to Donna Rumrill. The information will be announced as appropriate and put on the Event Calendar in the front office hallway. Additional blank forms are available from the secretary. Thanks.

Name of Club or Organization:	
Contact Person:	
Briefly describe the event or fundraiser that you are planning:	
Dates:	
Who is affected (i.e. whole school, specific grade level, club, etc.):	
What is involved in the project or event (i.e. collection sites, specific rooms needed, etc.):	
Additional information:	

