

Please complete a separate form for each activity. Attach additional sheets if necessary.

“A” – Community Organizing Projects: 2018-19 PRIDE Activity Sheet

| | | | |
|---|--|----------------------------------|--|
| Is this an organizing activity OR a sponsorship, branding, or marketing activity? | | | |
| Activity #: | | Name of activity: | |
| Season (fall, winter, spring, or summer)? | | | |
| Date of event: | | Estimated # of people attending: | |
| Member in charge of activity (if applicable): | | | |
| Building: | | | |

Description of activity: (Along with your description **IN THE BOX DIRECTLY BELOW**, be sure to detail [the community groups and organizations that you will reach out to](#). Consider how you will [encourage them to attend](#). Include your goals for the event.)

Recognition: (How will your local association be recognized for funding this event? In other words, what will you do to overcome the challenge of parents leaving the event knowing that your local association paid for it and not the school district? See [the apply for a PRIDE grant page of njea.org](#) for advice and tips). **TYPE IN THE BOX DIRECTLY BELOW.**

Will this event have a sign-in sheet? See [this thread on njea.org/messageboard](#) for advice on using sign-in sheets.

Follow up: (How do you plan to use the contact information that you will collect? How will you follow up with participants? See [the apply for a PRIDE grant page of njea.org](#) for advice and tips). **TYPE IN THE BOX DIRECTLY BELOW.**

How will you evaluate the effectiveness of this event? (To you, what will make this event a success?) **TYPE IN THE BOX DIRECTLY BELOW.**

| | | | |
|---|-----------|-------|----|
| Name of promo item : | Quantity: | Cost: | \$ |
| Calculate and add 7% tax to total cost of promo item: | | | \$ |

Learn more about PRIDE promo items by reading [what to do during your PRIDE events](#).

| | | |
|----------------|-------|----|
| Describe food: | Cost: | \$ |
|----------------|-------|----|

Refreshment offerings must be accompanied by a [table-top sign](#) that reads something to the effect of, “Refreshments sponsored by the Anytown Education Association: your children’s teachers and Educational Support Professionals.”

Follow [the PRIDE guidelines](#) for per-person food costs. When possible, use light refreshments. **PRIDE WILL NOT FUND** the cost of meals for members or for planning meetings unless they are part of a community event/meeting. However, light fare can be funded when your members are working on a school budget project. **Meal Guidelines** (all include tax and gratuity): • Light meals (pizza, sandwiches, etc.): up to \$12 per person. • Breakfast: up to \$10 per person. • Lunch: up to \$15 per person. • Dinner: up to \$25 per person.

Other costs – Please itemize all of your "other" costs. Add pages if necessary.

| | | |
|---|-------|-----------|
| Describe other costs: | Cost: | \$ |
| Describe other costs: | Cost: | \$ |
| Describe other costs: | Cost: | \$ |
| Describe other costs: | Cost: | \$ |
| Describe other costs: | Cost: | \$ |
| Total amount for this activity only: | | \$ |