

**Stoneleigh Elementary School**  
**Coordination of Staff/PTA Responsibilities for Jointly Sponsored Efforts**

**Event Title:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**PTA Contact:** \_\_\_\_\_

**Staff Contact:** \_\_\_\_\_

<b>Stoneleigh PTA will be responsible for the following:</b>	<b>Stoneleigh Staff will be responsible for the following:</b>
<p><i>Please list out each item/activity for which the PTA will be responsible in making this event happen. (Ex: Purchasing coffee, recruiting volunteers to man tables, etc.)</i></p>	<p><i>Please list out each item/activity for which Stoneleigh staff will be responsible in making this event happen. (Ex: Setting up 5 tables, making coffee at 8 am, name tags, etc.)</i></p>