

# WELCOME TO CAPITAL INNOVATIONS ACADEMY



## Event/Fundraiser Planning Procedure

If you have ideas about a potential fundraising initiative or event, or if you hear about a local event that our C.I. Community may want to attend for the purpose of advertising or just for fun, we would love for you to share your thoughts! In order to allow your idea to be put into action as efficiently as possible, we ask that you follow the procedure below:

1. Propose your idea at a PTSO meeting or via email to our PTSO president, [nickelsam@gmail.com](mailto:nickelsam@gmail.com) and/or Sarah Barbulesco-Lamb, C.I. Head of Education ([sbarbulesco@ourciacademy.com](mailto:sbarbulesco@ourciacademy.com))
2. Once approved, be sure that others in the PTSO as well as the Head of Education are informed of how you intend to proceed and if you will need help with research or other actions to set up your event or initiative. This helps us not to do the work twice by two people completing the same helpful action.
3. If you create any flyers or other print media to pass out to the public or will be posting anything online on behalf of the PTSO, we ask that you approve it by the PTSO board and/or the Head of Education.