Please prepare a check to the following payee PAYEE:	☐ Auction ☐ International Night ☐ Conference Week ☐ New Family Social ☐ Back to School Coffee ☐ Santa's Workshop ☐ Book Faire ☐ Spelling Bee ☐ Enrichment ☐ Hot dog lunch ☐ Graduation ☐ Hospitality/Gifts ☐ Supplies	
	☐ Teacher/Staff Birthday's ☐ Teacher Appreciation ☐ Christmas Ornaments	
ADDRESS:		_
	EVENT DETAILS:	
Requested by:	CHECK AMOUNT: \$	
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