



MARQUEE MESSAGES REQUEST FORM
2017-2018 School Year

Dear Alpine Elementary Families,

We are pleased to announce that we will be continuing the program of “MARQUEE MESSAGES” offered through our Parent Teacher Organization. Parents and guardians of Alpine Elementary students may make a pre-paid \$10.00 donation to the Alpine Elementary PTO (AEPTO) in order to post a message on our marquee outside. Messages can include such items as birthdays (Example: Happy Birthday Joe!) or congratulatory messages (Example: Congratulations Robotics Team!)

These messages will be posted for approximately three days surrounding the requested date based on space availability. Please make sure the completed form is turned in a minimum of **ONE WEEK prior** to the requested posting date.

Please return the form below with the donation of \$10.00. Checks should be made payable to Alpine Elementary PTO or AEPTO. Forms should be returned to the front office. If you have any questions, please email PTO at alpinepto@yahoo.com

Respectfully,

The Alpine Elementary PTO Executive Board

Parent Name: _____ Phone Number: _____

Name of Student: _____ Grade/Teacher: _____

Marquee Message Requested*: _____

Requested Date to be placed on the Marquee: _____

*Marquee message may be edited to fit available space; no last names will be posted for your student’s safety.

Date Request Received: ____/____/____ Request/Payment Received By: _____

Date Message Posted: ____/____/____ Message Entered by: _____

This box is for office use only.