Committee Plan of Action Report

When the membership approves the PTA budget, it is authorizing the board of directors to spend the PTA funds. This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate its own plan and budget and present these to the board of directors. **Use this form and budget worksheet to help your committee build a plan of action. Both forms should be completed and returned to the Council VP your committee reports to by the end of September for final board approval. A program evaluation form is also required after conclusion of your event/program.**

Event/Program/Fundraiser: ____________________________________________________________

Committee Chair/s: ________________________________________________________________

LWPTSA Approved Budget: ________________ (Completed Budget worksheet to be included with POA)

Date/s of Event/Program: ________________________________

Description of Event/Program/Fundraiser:_____________________________________________

Goals and Objectives of Event/Program/Fundraiser:____________________________________

How will your Goals/Objectives be measured?: ____________________________________________

Please provide a timeline/description of your committee plans and include any specific meeting/event dates:

Sept: ____________________________________________________________________________

Oct: ____________________________________________________________________________

Nov: ____________________________________________________________________________

Dec: ____________________________________________________________________________

Jan: ____________________________________________________________________________

Feb: ____________________________________________________________________________

Mar: ____________________________________________________________________________

April: __________________________________________________________________________

May: ____________________________________________________________________________

June: __________________________________________________________________________

July/Aug: _______________________________________________________________________

Briefly describe your communication/promotional plan for your program/event/s:
Anticipated volunteer needs (number/hours/time frame): ____________________________

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the board of directors. Contract must be signed by TWO elected officers. This includes building use permits.

Approved (date): ________

Board comments and recommendations:

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