

## 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:

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Goals and Objectives of Event/Program/Fundraiser:

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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): \_\_\_\_\_

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*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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