

## Committee Plan of Work

For School Year \_\_\_\_\_

Name of Committee \_\_\_\_\_

Committee Chairperson \_\_\_\_\_

Activities \_\_\_\_\_

\_\_\_\_\_

Vendor/Supplier (if applicable) \_\_\_\_\_

Date of Agreement/Contract \_\_\_\_\_

Budget allotted \_\_\_\_\_

Goals \_\_\_\_\_

Objectives/Outline Steps, including time frame \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplies Necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

No money can be spent or work done until plan of work is approved by the board of directors. Copy of approved plan of work returned to committee chair, original is filed with the minutes of meeting.

## Committee Written Report

Committee:	Committee Chair:
Date of report:	Committee Members:
Date of meeting:	
<b>Financial</b>	
Expenses to date: \$	Final <input type="checkbox"/> Yes <input type="checkbox"/> No
Income to Date: \$	Final <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Report</b>	
<i>Continue on Back if necessary</i>	

## Committee Year End Evaluation Form

School Year: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Date of this Report: \_\_\_\_\_

Financial: Final Expenditures \_\_\_\_\_ Final Income \_\_\_\_\_

Did the activity implement at least one of the PTA Purposes?

Did the activity meet the needs of the parents, students or community?

Was it interesting and/or helpful to the members? How?

Did it involve the greatest possible number of members?

Suggestions for next year; Ways to improve; What worked; what didn't work? Suggested dates for program/event.

Use additional sheets if necessary.

Note: Evaluate the event not the committee