

Committee Plan of Action Report

When the membership approves the PTSA budget, it is authorizing the board of directors to spend the PTSA 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:			
Chairperson:		Date of Event:	
Chair email/phone:			
List Committee Members:			
LWPTSA Approved Budget: (Completed Budget worksheet to be included with POA)			
Description of Event, Program or Fundraiser:			
Goals and Objectives of Event/Program/Fundraiser:			
How will your Goals/Objectives be measured?:			
Expenses: <i>Please include any quotes received or any other relevant detail.</i>			

Income: <i>Please include detail of who will be paying, how much and expected total income.</i>	
Briefly describe your communication/promotional plan for your program/event/fundraiser:	
The following contracts or agreements are required for this program (include facility requests):	
Anticipated volunteer needs (number/hours/time frame):	

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:	

Approved (date):	
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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.

Board comments and recommendations:	
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