

Committee Plan of Action Report

Committee/Chair Person: _____

Event/Program/Fundraiser _____

Budget _____ Date of Event _____

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 funds.** Each committee will be responsible to formulate its own plan and budget and present these to the board of directors. Use this worksheet to help your committee create a plan of action.

Committee meeting date _____

Description of event/program/fundraiser: _____

Number of volunteers needed: _____

Expenses/Income: If your committee will have expenditures, explain how the budget will be spent. If your committee needs items or supplies the PTA has, explain what is needed. If your committee is budgeted for income, explain how the income will be raised.

Expenses _____

Income: _____

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. Contracts can only be signed by elected officers

Approved _____

Board recommendations: _____

