

Committee Plan of Action Report



Committee/Chair Person: _____
Event/Program/Fundraiser: _____
Budget: _____ Date of Event: _____
Committee meeting dates: _____

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 worksheet to help your committee build a plan of action.

Description of event/program/fundraiser:

Number of volunteers needed:

If your committee will have expenditures explain how the budget will be spent. If your committee is budgeted for incomes explain how the income will be made.

Expenses:

Income:

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or other wise, with out the approval of the Board of Directors. Contracts can only be signed by elected officers. This includes building use permits.

-- Council Use --

Approved _____
Board recommendations: