

Committee Chair Information

The information you provide here will prove very helpful to the next chair of this event. So please be thorough and complete. Feel free to use extra pages as necessary. Thank you for your help.

COMMITTEE _____

YEAR _____

WHEN IS THE EVENT? _____

DESCRIPTION OF EVENT

CHAIRPERSON'S RESPONSIBILITIES

BUDGET

What is your budget? _____

How much was actually spent? _____

(Please include summary of expenses and where it was purchased (if pertinent))

Should the Board consider revising the budget for next year? _____

If yes, please explain: _____

VOLUNTEERS

Did you contact your volunteers at the beginning of the year? _____

Have you presented your plan and budget to the PTSA Board? _____ When? _____

How many volunteers were needed for this event? _____

Did you have any issues getting volunteers to help? _____

If yes, do you have recommendations on how to solve this problem? _____
