

PTA Committee Report

Please complete this committee report for all PTA events. Attach any detailed information as requested or needed. This can be turned in to your Executive Board Chair and others if requested.

Event Details

Name of Event: _____ Date Held: _____ Location:

Goals:

Money to be used for:

Committee Details

Chair(s):

Volunteers (please list or attached sign up genius printout):

Meeting Dates: _____

Financial Details

Proposed Budget Income: \$ _____ Actual Income: \$ _____

Proposed Budget Expense: \$ _____ Actual Expense: \$ _____

Volunteer Details

Number of volunteers needed to conduct event adequately: _____

Total volunteer hours: _____

Recommendations

Do again: _____

Do again, but modify (please explain): _____

Don't do again (please explain): _____

Report Details

1. Please explain how volunteers were utilized: _____

2. Did you require specific equipment, supplies, or items for the event: _____
3. Please include any copies/flyers or notices about the event.
4. Please share any background or history on why something was done a certain way or why it was changed: _____
5. Please note any janitorial and/or kitchen coverage that were needed or required: _____
6. Please make recommendations, suggestions and comments about the event, and the overall success or not so successful portions of the event: _____