



Pleasant Valley PTA Committee Plan of Action Report

Committee/Chair: _____

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 before the action plan is approved by the board.

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.

Exepnses:

If your committee is budgeted for income, explain how the income will be made.

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. This includes building use permits.

Approval date: _____

Board recommendations: