COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

Activity Details
Name of activity __________________________ Date held __________________ Time __________________
Location __________________________ Approved by PTA membership on: (date) __________________
Presented in cooperation with (list group, agency or organization) __________________________

Goals
Money to be used for __________________________________________________________

Committee Details
Chairman __________________________________ Secretary __________________________________
Members (including students) __________________________________________________________
Consultants __________________________________________________________

Meetings
Date(s) meetings were held: (1)__________ (2)__________ (3)__________ (4)__________ (5)__________

Financial Details
Proposed budgeted income $__________ Actual income $__________
Proposed budgeted expense $__________ Actual expense $__________
Net income $__________

Volunteer Details
Number of volunteers needed to conduct activity adequately: _________ Total volunteer hours: _________

Recommendations
☐ Do again  ☐ Do NOT do again  ☐ Do again, but modify (explain in #11 below)

Report Details. Attach any detailed information as requested.
1. Was insurance company contacted prior to planning? ☐ Yes ☐ No
   Cost? ☐ Yes ☐ No
2. Was the Insurance and Loss Prevention Guide reviewed prior to event? ☐ Yes ☐ No
3. Was a written contract required? Association approval? ☐ Yes ☐ No
   Signed by president and one elected officer? ☐ Yes ☐ No
4. Was the timing of the activity appropriate? ☐ Yes ☐ No
   If not, suggest more appropriate date(s): __________________________
5. Attach a detailed timeline to report.
6. Were there any special requirements? ☐ Yes ☐ No
   Explain: __________________________________________________________
7. How was activity publicized? Attach any articles or fliers
8. Specify equipment needs: ____________________________________________
9. Special contacts/contact information (Speakers, judges, service providers):
10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
11. Additional comments: _______________________________________________

NOTE
The California State PTA strongly suggests that any fundraiser be audited immediately if a large amount of monies was raised.

Prepared by __________________________________________________________ Date ___________________

Report due 30 days after completion of activity.