

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Was extra coverage required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cost? _____ |
| 2. Was the <i>Insurance and Loss Prevention Guide</i> reviewed prior to event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 3. Was a written contract required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Association approval? <input type="checkbox"/> Yes <input type="checkbox"/> No Signed by president and one elected officer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 4. Was the timing of the activity appropriate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If not, suggest more appropriate date(s): _____ | | | |
| 5. Attach a detailed timeline to report. | | | |
| 6. Were there any special requirements? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Explain: _____ | | | |
| 7. How was activity publicized? _____ | | | |
| Attach any articles or flyers | | | |
| 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.