



East Ridge Elementary PTA  
Enrich, Encourage & Enlighten!

## Committee Plan of Action Report

Committee/Chair Person: \_\_\_\_\_

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

Expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income: \_\_\_\_\_

No committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or other wise, with out the approval of the board of directors. Contracts can only be signed by elected officers.

Approved \_\_\_\_\_

Board recommendations: \_\_\_\_\_

\_\_\_\_\_