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
   Was extra coverage required? ☐ Yes ☐ No
   Cost? _______________________________
2. Was the Insurance and Loss Prevention Guide reviewed prior to event? ☐ Yes ☐ No
3. Was a written contract required? ☐ Yes ☐ No
   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 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.