



# Committee Plan Of Action Report

Last updated: 8/2/17

When our membership approves the PTSA budget, it is authorizing the board of directors to spend the funds. This is not an authorization for a committee to spend the funds. Each committee is responsible for formulating 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.

Committee / Chairperson: \_\_\_\_\_ Date Of Event: \_\_\_\_\_

Event/Program/Fundraiser: \_\_\_\_\_ Budget: \_\_\_\_\_

Description of Event / Program / Fundraiser: \_\_\_\_\_

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Approximate # of Volunteers Needed & Their Roles: \_\_\_\_\_

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Plan for Committee Expenses: \_\_\_\_\_

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Plan for Committee Income: \_\_\_\_\_

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I, the undersigned, understand that no committee chair or committee member can obligate the PTSA to a program, project, activity, fundraiser or any obligation, financial or otherwise, without the approval of the board of directors. Contracts must be signed by a President and one other elected officer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Presented To Board Of Directors For Approval On: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Board Recommendations: \_\_\_\_\_

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