



Committee Chair Report

Committee_____ Your name_____

- 1) What was the purpose of your committee?
- 2) What was your Budget and Actual \$ spent?

PTO BUDGET	
ACTUAL SPENT	

- 3) What was your time line? (When did your event/program occur ; list when planning started and the specific action steps you took up until the event or the kickoff of your program)

EXAMPLE:

Date Started	Date Completed	Action Items or Steps Taken

- 4) How many volunteers did you need and how did you get them?
- 5) What, if any, challenges did you face?
- 6) What changes would you recommend for next year?

