



Committee Follow Up Report

last updated: 8/2/17

For the assurance of high quality programs in our PTSA, we ask that all committee leaders submit this follow up report to the board of directors and maintain a copy with the binder or folder of committee materials.

Committee / Chair Person: _____ Date Of Event: _____

Event/Program/Fundraiser: _____ Budget: _____

Actual Expenses: _____ Actual Income: _____

Thoughts on what worked well for this Event / Program / Fundraiser: _____

Thoughts on what was a challenge for this Event / Program / Fundraiser: _____

Who were & how would you like to recognize your volunteers: _____

Should the Board of Directors make changes to the budget for this program? Yes _____ No _____

Explain if yes: _____

Notes for next year's committee leaders: _____

Presented To Board Of Directors On: _____

Please feel free to use additional pages or to staple key email communications to this report.