PTA
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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 fliers
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.