



ROBBINS LANE PTA

Plan of Work

Each year the Committee Chair will need to fill out this Plan of Work form.

It's an overview of the event or an outline of the year's activities. You may submit more than one if necessary.

Committee _____

Committee Chair _____

Date submitted _____

Date(s) of Event (If applicable): _____

List specific goals (i.e., increase attendance, add a new component): _____

Below please describe your committee's Plan of Work. Please be as specific as possible including dates, locations, themes, any changes from the past. The little details can be discussed within your committee. **You only need to present the big picture (who, what, where, when and how).**

(Use the back if you need more room)

Budget Allocated: \$_____ (Please review with VP or Treasurer)

Signature of Committee Chair: _____

Signature of Vice President: _____

Please note: Please send a copy to your VP. Your VP may make suggestions. This sheet will help explain your committee's objectives better. Make sure you allow enough time for approval before you want to implement anything.
