



Jacobson PTO COMMITTEE REPORT

Please write a committee report for all PTO committee activities. Attach any detailed information such as Plan of Work, Proposed Budget, Meeting Minutes, etc.

Activity Details

Name of activity _____ Date held _____ Time _____
Location _____

Members Present:

Members Absent:

Goals of Committee:

Old Business:

New Business: (Include tasks to be completed and committee member responsible for completing)

Financial Details

Proposed Budget

Actual Budget:

Dollars Spent:

Volunteer Info:

Number of volunteers needed to conduct activity adequately:

Total volunteer hours:

Recommendations for event: Do again Do NOT do again Do again but modify

Reasons for recommendation:

Report Details: Attach any detailed information (Ex: timeline, special requirements, forms completed, administration involvement, etc)

Publicity completed: Attach any copies

- Facebook
- Flyers
- Jets Link
- Signs/Posters
- Other

Special equipment needed:

Vendor Contact Info:

Other Important Information:

Report to be filed with PTO Executive Board. Report due 30 days after completion of activity.