

Rosy Mound PTA - Committee Plan of Work

Today's Date: _____ Committee or Event Name: _____

Chairperson(s): _____ Phone: _____

Event Date(s): _____ Budget Allotted: \$ _____ # Volunteers: _____

Please give a brief description of the activities planned for your event:

(use additional paper if necessary)

Method of Promotion:

- website
- school signs
- email
- newsletter
- morning announcements

Special supplies or resources needed:

Date of Approval: _____ Approved by: _____

Chairperson(s) Checklist:

- Are a member of Rosy Mound PTA
- Submitted Committee Plan of work
- Submitted Facilities Request Form (if applicable)
- Communicated volunteer needs with Volunteer Coordinator
- Submitted Proposal for Funding (if not in approved annual budget already)
- Submitted Event Wrap Up Form at end of event
- Submitted Reimbursement Request Forms
- Submitted Event folder to the Volunteer Coordinator at the end of the event