**Committee Plan of Action **

| **Name of committee:** |  |
| --- | --- |

| Chairperson name: |  | ☐ New | ☐ Returning |
| --- | --- | --- | --- |

| Chair email/phone: |  |
| --- | --- |

| Name of program or event: |  | Date of program or event: |  |
| --- | --- | --- | --- |

| Committee meeting dates: |  |
| --- | --- |

**List committee members:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

When the membership approves the PTA budget, it is authorizing the board of directors to spend PTA funds. **This is not an authorization for a committee to spend funds.** Each committee is responsible to formulate a plan and budget, and present these to the board of directors prior to raising or spending any funds.

| **Budgeted Income** | **Budgeted Expense** | **Net Program/Event Budget (+/-)** |
| --- | --- | --- |
|  |  |  |

**Description of event/program/fundraiser:**

|  |
| --- |

**If the committee will have expenditures, explain how the budget will be spent:**

|  |
| --- |

**If the committee has income, explain how the income will be raised, including all donations (in-kind and cash):**

|  |
| --- |

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Committee Plan of Action Report (2019)

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No committee chair or committee member may obligate the PTA to a program, project, activity, fundraiser, or any obligation financial or otherwise, without the approval of the board of directors. Contracts may only be signed by elected officers.

**The following contracts or agreements are required for this program (include facility requests):**

|  |
| --- |

**For Board Use:**

**This committee plan of action is (check one):**

☐ **Approved** ☐ **Not approved**

**Board recommendations and comments:**

|  |
| --- |

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