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:

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

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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):

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For Board Use:

This committee plan of action is (check one):

☐ **Approved** ☐ **Not approved**

Board recommendations and comments:

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