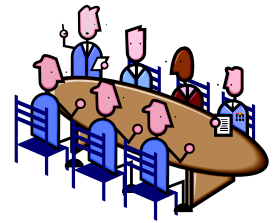




Committee Plan of Work 2013-2014



Name of Committee: _____

Chairperson(s): _____

Activities Planned

Date	Activity	Location

Budget Allotted \$ _____ Expected Income \$ _____

_____ **Check here if using school facilities.** *You MUST contact the Vice President to complete a Building Use Form. This must be done FAR in advance of your event to allow time for approval.*

Approximate number of volunteers needed _____

Will you need to print flyers? (circle one) YES NO

All flyers must be printed via Print Shop through HCPS. Must be sent to Exec. Committee for approval 3 weeks prior to the date you intend to send them home.

Will you need an ALL-CALL from Mr. Cook prior to your event? (circle one) YES NO

All-Calls must be requested, via email to the Exec. Committee 10 days prior to the date of the call.

Will you need a DONATION REQUEST letter on PTA letterhead to solicit donations? (circle one) YES NO

Please request your letter from the Executive Committee and allow 1 week for the letter to be completed and returned to you. Include any pertinent information in your email request.

Goals _____

Supplies & Support Needed

Vendor/Supplier and Contact Name (if applicable)

Email Contact for Vendor _____

Phone/Address of Vendor _____

Date of Contract/Agreement _____ **Length of Contract** _____

Additional Information

Plan Approved by _____ **Date** _____
(President)

*Per PTA Bylaws, no funds can be released or reimbursed
for any PTA committee until the Plan of Work is approved by the President.*