

# NewCastle Elementary PTSA

Parent Teacher Student Association  
2014-2015: Community & Service



## Committee Chair To Do List

### Review:

- Chairperson Guidelines & Expectations
- PTSA Organization Chart
- PTSA Planning Calendar
- 2013-2014 PTSA Budget
- Procedures on Handling PTSA Funds

### Complete/Turn in:

- Committee Plan of Action (as soon as possible) (Date: \_\_\_\_\_)
- Monthly Committee Report Form (for monthly PTSA meetings) (Date: \_\_\_\_\_)
- Year End Evaluation Form (Date: \_\_\_\_\_)

### As needed, turn in:

- Check Request Form (for reimbursement for expenses incurred through program/event)  
(\*Have all Check Request Forms turned in to VP by 1 week after event completion)

### Post Event/Program:

- Thank you notes to volunteers (Date: \_\_\_\_\_)
- Thank you "blurb" in Cub News (Date: \_\_\_\_\_)