



2011-2012 Committee Chair To Do List

Review:

- Chairperson Guidelines & Expectations 2011-2012
- PTSA Organization Chart
- PTSA Planning Calendar
- 2011-2012 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: _____)