



COMMITTEE PLAN OF ACTION & BUDGET PROPOSAL FORM 2011-2012

Please use this form to develop a plan of action for the PTSA this year by answering the following questions. Additional sheets may be attached. This proposal will be presented to the Board.

Name of Committee: _____ Chairperson: _____

Number of Volunteers Needed (Estimated): _____

The Duration of Your Activity:

- Year Long
- One Time Event
- Over a Period of Time

Date(s) of Event or Time Frame of Activity: _____

Please give a detailed overview of your committee's plans for the year (such as coordinating time, place, volunteers, etc).

Please describe in detail your communication timeline for your committee (such as bulletin board, flyers, newsletters, etc.) during this PTSA year:

Your budgeted amount is: _____

Describe how you propose to use your expense budget or to generate income. Please be specific:

Prepared By: _____ Date: _____ EC Member: _____

PTSA General/Board Meeting Date Discussed/Approved: _____