

## COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

**Activity Details**

Name of activity \_\_\_\_\_ Date held \_\_\_\_\_ Time \_\_\_\_\_  
 Location \_\_\_\_\_ Approved by PTA membership on: (date) \_\_\_\_\_  
 Presented in cooperation with (list group, agency or organization) \_\_\_\_\_

**Goals** \_\_\_\_\_

**Money to be used for** \_\_\_\_\_

**Committee Details**

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_  
 Members (including students) \_\_\_\_\_  
 \_\_\_\_\_  
 Consultants \_\_\_\_\_

**Meetings**

Date(s) meetings were held: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

**Financial Details**

Proposed budgeted income \$ _____	Actual income \$ _____
Proposed budgeted expense \$ _____	Actual expense \$ _____
	Net income \$ _____

**Volunteer Details**

Number of volunteers needed to conduct activity adequately: \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_

**Recommendations**

Do again     Do NOT do again     Do again, but modify (explain in #11 below)

**Report Details.** Attach any detailed information as requested.

1. Was insurance company contacted prior to planning?  Yes     No  
     Was extra coverage required?  Yes     No  
     Cost? \_\_\_\_\_
2. Was the *Insurance and Loss Prevention Guide* reviewed prior to event?  Yes     No
3. Was a written contract required?  Yes     No  
     Association approval?  Yes     No    Signed by president and one elected officer?  Yes     No
4. Was the timing of the activity appropriate?  Yes     No  
     If not, suggest more appropriate date(s): \_\_\_\_\_
5. Attach a detailed timeline to report.
6. Were there any special requirements?  Yes     No  
     Explain: \_\_\_\_\_
7. How was activity publicized? \_\_\_\_\_  
     Attach any articles or fliers
8. Specify equipment needs: \_\_\_\_\_
9. Special contacts/contact information (Speakers, judges, service providers): \_\_\_\_\_
10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
11. Additional comments: \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_

**NOTE**

The California State PTA strongly suggests that any fundraiser be audited immediately if a large amount of monies was raised.

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**Report due 30 days after completion of activity.**