**Committee Report Form**

Please complete this committee report for all PTA events. Attach any detailed information as requested or needed. Report to be filed with appropriate E-Board Chair and others if requested.

**Event Details**

|  |  |
| --- | --- |
| Name of Event |  |
| Date Held/Location |  |
| Goals |  |
|  |  |

**Committee Details**

|  |  |
| --- | --- |
| Chair(s) |  |
| Volunteers |  |
| Meeting Dates |  |

**Financial Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Budget Income (if applicable) |  | Proposed Budget Expense |  |
| Actual Income (if applicable) |  | Actual Expense |  |

**Volunteer Details**

|  |  |
| --- | --- |
| Number of Volunteers Needed to conduct event adequately |  |
| Total Volunteer Hours |  |

**Recommendations** (circle one)

|  |  |  |
| --- | --- | --- |
| Do Again | Do Again, but modify (explain below) | Don’t do again (explain below) |
|  |  |  |

**Report Details**

1. Please explain how volunteers were utilized:

2. Did you require specific equipment/supplies or items for the event:

3. Please include any copies/flyers or notices about the event.

4. Please share any background or history on why something was done a certain way or why is was changed:

5. Please note any janitorial and/or kitchen coverage that were needed or required:

6. Please make recommendations, suggestions, and comments about the event, and the overall success or not so successful portions of the event: