**PTA COMMITTEEE ANNUAL REPORT COUNCIL: School Year:**

**PTA COUNCIL Board Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this from ASAP. Copy this form and change title to add your committee position.

Highlight yes/no answers and complete form. Email me your committee form when completed.

**PREPARATION:**

**Was preparation required by committee chairs to get the committee up and running?**

\_\_\_\_\_ Yes \_\_\_\_\_\_ No If yes, when please respond to the following:

**When did preparation begin?**

**Were materials purchased/donated?** \_\_\_\_ Yes \_\_\_\_ No

**Where purchased from?**

**Total Cost of materials?**

**ACTIVITY:**

**Describe the role of your position on the board and note how you executed your job.**

**REVIEW/RECOMMENDATIONS:**

What was the budget for this committee?

Total amount spent by committee?

Recommended budget for next year?

**Items to consider for next year:**

**Submitted by**

NAME:

PHONE:

E-MAIL: