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## 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.