

Nancy Young Elementary PTA Plan of Work 2011-2012

Committee _____

Chair/Co-Chair _____

Phone _____ Email _____

Budget _____ Date/Time of Event _____

Please describe the goals of your committee. Include how goals relate to the service, project, task or event of your committee. Review any material from last year's committee as a starting point. Keep one copy in your procedure folder and submit original to the PTA President. You may send to the school office marked PTA President or email the President at kflanman@juno.com

Plan of Work is due 8 weeks prior to your event. Plans must be approved for reimbursement.

Description of Event (Theme, refreshments, activities, etc.):

Location of Event:

Anticipated Attendance:

Number of Volunteers Needed:

Timeline (Start of Planning, schedule of meetings, set-up, etc.):

Approximate Quantities of Items Needed (Food, prizes, give-aways, etc.):

Special Logistics (Tickets needed?, Votes needed?, Etc.):