



## COMMITTEE PLAN OF ACTION & BUDGET PROPOSAL FORM

School Year \_\_\_\_\_

Please use this form to formulate a plan of action for the PTSA this year by answering the following questions. Additional sheets may be attached. This proposal will be presented to the Board.

Name of Committee: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Number of Volunteers Needed (Estimated): \_\_\_\_\_

The Duration of Your Activity:  Year Long  One Time Event  Over a Period of Time

Date(s) of Event or Time Frame of Activity: \_\_\_\_\_

Please give a detailed overview of your committee's plans for the year (such as coordinating time, place, volunteers, etc).

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Please describe in detail your communication timeline for your committee (such as bulletin board, flyers, newsletters, etc.) during this PTSA year:

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Your budgeted amount is: \_\_\_\_\_

Describe how you propose to use your expense budget or to generate income. Please be specific:

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Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ EC Member: \_\_\_\_\_

PTSA General/Board Meeting Date Discussed/Approved: \_\_\_\_\_