

Officer & Committee Reports

Please submit to President at the completion of your event/term.

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| 1. Committee Name: Click here to enter text. |
| 1. Committee Chair(s): Click here to enter text. |
| 1. In order to ensure a successful event, what time in the year did you begin preparations? Feel free to submit a timeline with this report. Click here to enter text. |
| 1. List your expenses and amount spent below. Did your budget meet your needs? If not, why: Click here to enter text. |
| 1. Are any new supplies/equipment needed for next year? Click here to enter text. |
| 1. Please list the vendors you used below. Would you recommend these vendors again? Click here to enter text. |
| 1. How many volunteers were needed to get the job done? Please describe their duties/assignments. Click here to enter text. |
| 1. Please estimate your annual volunteer hours for this position.   Service Hours (regular PTA work): Click here to enter text.  Legislation Hours (writing legislators, working on levy issues): Click here to enter text.  Ways & Means Hours: (working on fundraising projects): Click here to enter text. |
| 1. Submit with this report any flyers or correspondence that may have been sent to Hilliard families and/or school staff. Click here to enter text. |
| 1. Additional recommendations and/or comments: Click here to enter text. |

Thank you for helping Dover Intermediate School PTA—past, present and future.