

# PTA Committee Plan of Work/Action Plan

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

Committee's Goal/Task: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated expenses to complete project/ goals (attach additional documentation if necessary):

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Total estimated expense:** \$ \_\_\_\_\_

**Requested Budget:** \$ \_\_\_\_\_

## Committee Members:

Name

Phone/Email:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Committee Chair:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date submitted to Executive Committee/Board: \_\_\_\_\_

\_\_\_\_\_

## **To be Completed by Executive Committee/Board:**

Additions/Changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Plan approved: \_\_\_\_\_ Date: \_\_\_\_\_

Budget approved: \_\_\_\_\_ Date: \_\_\_\_\_

Presidents initials: \_\_\_\_\_ Date: \_\_\_\_\_