Committee Plan of Action

<table>
<thead>
<tr>
<th>Name of committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson name</td>
</tr>
<tr>
<td>Chair email/phone</td>
</tr>
<tr>
<td>Name of program or event</td>
</tr>
<tr>
<td>Committee meeting dates</td>
</tr>
</tbody>
</table>

New / Returning chair (circle one)

Date of program or event

List committee members:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

When the membership approves the PTA budget, it is authorizing the board of directors to spend PTA funds. **This is not an authorization for a committee to spend funds.** Each committee is responsible to formulate a plan and budget, and present these to the board of directors prior to raising or spending any funds.

<table>
<thead>
<tr>
<th>Budgeted Income</th>
<th>Budgeted Expense</th>
<th>Net Program/Event Budget (+/-)</th>
</tr>
</thead>
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Description of event/program/fundraiser:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
If the committee will have expenditures, explain how the budget will be spent:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If the committee has income, explain how the income will be raised, including all donations (in-kind and cash):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

No committee chair or committee member may obligate the PTA to a program, project, activity, fundraiser, or any obligation financial or otherwise, without the approval of the board of directors. Contracts may only be signed by elected officers.

The following contracts or agreements are required for this program (include facility requests):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

For Board Use:

This committee plan of action is (check one):  
Approved  Not approved

Board recommendations and comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________