



### Committee / Officer Plan of Work

For School Year: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Name of Committee / Office: \_\_\_\_\_

Date(s) of Event/Activity: \_\_\_\_\_

Vendor/Supplier (if applicable): \_\_\_\_\_

Vendor Contact Information: \_\_\_\_\_

Date and Term of Agreement / Contract: \_\_\_\_\_

Agreement Details: \_\_\_\_\_

Budget Allotted: \_\_\_\_\_

Budget Line Item Name: \_\_\_\_\_

Goals / Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objectives / Outlined Steps (Include dates and timeframe. Use extra pages if needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Promotion:  PTSA Newsletter  PTSA Web site  Morning Announcements

School Sign  Other \_\_\_\_\_

Supplies or Resources Needed (Include materials and number volunteers if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Chair / Officer: \_\_\_\_\_

Plan Approved by: \_\_\_\_\_ Date: \_\_\_\_\_