



Date turned in _____

PTA Unit Activity/Program Report Conejo Council PTA

Units are asked to complete this report after an activity or program is held.

PTA Unit Name _____

Name of Activity/Program _____

Is this Activity/Program a _____ **one time event** **or** _____ **ongoing?**

Is this Activity/Program a fund raiser? _____ **yes** _____ **no**

Date(s) of Activity/Program _____

Where does it take place? _____

Summary of event: _____

What worked well for this Activity/Program? _____

Things to differently next time: _____

Budget for this Activity/Event: _____

PTA Unit President _____ **Phone** _____

Event Chairperson _____ **Phone** _____

Thank you for sharing your ideas with us. We may ask you to present this at the Unit President's meeting or a the CVUSD School Board meeting.

Please make sure to keep a copy for your Unit's procedure book!