



# Lake Wilderness PTSA Committee Plan of Action Report

Committee/Chair Person: \_\_\_\_\_

Event/Program/Fundraiser: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Committee Meeting Dates: \_\_\_\_\_

When the membership approves the PTSA budget, it is authorizing the Board of Directors to spend PTA funds. This is not an authorization for committee to spend funds. Each committee will be responsible to formulate its own plan and budget and present these to the Board of Directors. Use this worksheet to help your committee build a plan of action.

Description of event/program/fundraiser: \_\_\_\_\_

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Number of volunteers needed: \_\_\_\_\_

If your committee will have expenses, explain how the budget will be spent. If your committee is budgeted for income, explain how that income will be made.

Expenses: \_\_\_\_\_

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Income: \_\_\_\_\_

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No committee chair or committee member can obligate the PTSA to a program, project, activity, fundraiser or any obligation, financial or otherwise, without the approval of the Board of Directors. Contracts can only be signed by elected officers. This includes building use permits.

Approved: \_\_\_\_\_

Board recommendations:

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