

Committee Report

Committee Name: _____

Committee Chair(s): _____

Report for dates _____ through _____

Projected Budget: _____

Projected budget covers:

We have accomplished the following, to date:

The School Community will be notified by:

- PTSA Newsletter
- SchoolMessenger
- School or Teacher Newsletter

By the date of: _____

Announcements and upcoming events:

If you are unable to attend a Board of Directors Meeting, please submit your committee report via email: president@lwptsa.org cc:secretary@lwptsa.org. Committee reports are required for all events prior to the approval of any expenditure.