

# VALLEY ELEMENTARY PTA

## COMMITTEE REPORT

Name of Event:			
Date of Event:			
Start time		End time	
Event Coordinator:	Phone:	Email:	
Set up time:	Persons responsible for set-up		

**ATTACH THE FOLLOWING:**

**Before the Event**

- Newsletter Article
- Valley Event Planner (Due 4 wks before)
- Volunteer Email (Due 4 wks before)
- Student Flyer (Bulletin Board) (1 wk before)
- Teacher Email (Due 1 wk before)
- Paw Prints Paragraph (Due Fri. for Sat.)
- Connect Ed Information & Dates (Due Mon. for Fri.)

**After the Event**

- Cash Verification Forms
- Payment Authorization Forms
- All Planning Sheets

**FINANCIAL DETAILS:**

Budgeted Income:	\$ _____	Actual Income:	\$ _____
Budgeted Expense:	\$ _____	Actual Expense:	\$ _____
Expected Attendance:	_____	Actual Attendance:	_____

**VOLUNTEER DETAILS:**

Number of volunteers needed to conduct activity adequately.

Projected # of Volunteers:	_____	Actual # of Volunteers:	_____
Projected Volunteer Hours:	_____	Total Volunteer Hours:	_____

**RECOMMENDATIONS:**

---



---



---



---



---



---