

Final Committee Report Form

This form should be submitted to the Co-Vice Presidents within 45 days of your event or after the committee responsibilities have been completed. This form can be downloaded from the PTO website, and can be found under the Forms tab.

In addition to the information below, please make sure to also include the following items in your Committee Binder: flyers, newsletter announcements, invoices, contracts, etc. as well as a copy of the chair guide, tax exemption form, and a list of committee members.

Committee Name:
Committee Chair(s):
Event Date(s) and Location(s):

Please document the activities of your committee for next year's Chairperson. You may answer the questions on this form, or attach a separate report. Please provide a detailed description of the tasks/jobs the chair(s) perform, and indicate the timeframe required for each task:

Project Timeline:

Is a vendor contract needed?
If yes, when does the contract need to be finalized?
Names & Phone Numbers of Vendors/Contact People:

Committee Member Responsibilities:

- How many committee members/volunteers were used and in what capacity?
- What was the time commitment for committee volunteers?
- Explain how the responsibilities/shifts were divided
- Comment as to whether the number of helpers was sufficient

Record of Money Spent: (please attach copies of forms or list expenses)

Lessons Learned:

Comments/Advice/Suggestions for Future:

Inventory left in PTO Supply Closet for future years: