

# Committee Plan of Action

Name of committee:			
Chairperson name:		<input type="checkbox"/> New	<input type="checkbox"/> Returning
Chair email/phone:			
Name of program or event:		Date of program or event:	
Committee meeting dates:			

### List committee members:


When the membership approves the PTA budget, it is authorizing the board of directors to spend PTA funds. **This is not an authorization for a committee to spend funds.** Each committee is responsible to formulate a plan and budget, and present these to the board of directors prior to raising or spending any funds.

Budgeted Income	Budgeted Expense	Net Program/Event Budget (+/-)

### Description of event/program/fundraiser:

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### If the committee will have expenditures, explain how the budget will be spent:

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### If the committee has income, explain how the income will be raised, including all donations (in-kind and cash):

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No committee chair or committee member may obligate the PTA to a program, project, activity, fundraiser, or any obligation financial or otherwise, without the approval of the board of directors. Contracts may only be signed by elected officers.

**The following contracts or agreements are required for this program (include facility requests):**

**For Board Use:**

**This committee plan of action is (check one):**

**Approved**

**Not approved**

**Board recommendations and comments:**