**PTA COMMITTEEE ANNUAL REPORT: School Year: 2021-2022**

**Committee/Executive Board Position:**

Please complete this from ASAP after committees’ activities are complete. Make 2 copies. Forward one copy to the PTA President and place one copy in the committee folder. Committee folders must be returned to the President at the end of the school year (unless you are continuing on that committee).

**PREPARATION:**

**Was preparation required by committee chairs to get the committee up and running?**

\_\_\_\_Yes \_\_\_\_\_\_ No If yes, when please respond to the following:

**When did preparation begin?**

I sat with the previous secretary during a meeting. She explained how to take notes based on the agenda and reports throughout the meeting.

**Were materials purchased/donated?** \_\_\_\_ Yes \_\_\_\_ No

**Where purchased from?**

**Total Cost of materials?**

**Were Home Flyers/PTA Newsletter/Permission Slip utilized?** \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

If yes, please describe how and when (also attach copy, if possible)

**What type of communication/coordination was required with teachers, principal, staff? How and when was this achieved?**

**Was Building permit Required?** \_\_\_\_ Yes \_\_\_\_\_\_ No

**Please describe any other preparation necessary:**

**Time spent in preparation by committee chairs:**

**ACTIVITY:**

**Were volunteers utilized on the day(s) of the activity:** \_\_\_\_ Yes \_\_\_\_\_ No

How Many:

**How were they procured? (i.e. volunteer list and/or sign up sheet at PTA Meeting)**

**How Many days/weeks before the activity should volunteers be contacted:**

**Describe how this PTA activity was executed:**

**REVIEW/RECOMMENDATIONS:**

What was the budget for this committee?

Total amount spent by committee?

Cash Received from this activity?

Recommended budget for next year?

**Items to consider for next year:**

**Submitted by**

NAME:

PHONE:

E-MAIL: