

Little Cedars Elementary PTA

Committee Action Plan

Committee Information

Committee/Chair: _____

Event/Program: _____ Budget: _____

Date of event: _____ Committee meeting dates: _____

When the membership approves the PTA budget, it is authorizing the Board of Directors to spend the PTA funds. This is not an authorization for a committee to spend the funds. Each committee will be responsible to formulate its own plan and budget and present these to the board of directors.

Committee Plan of Action

Description of event/program/fundraiser: _____

Number of volunteers needed: _____

If your committee will have expenditures, explain how the budget will be spent. Expenses:

If your committee is budgeted for income, explain how the income will be made Income:

Per Washington State PTA Bylaws and Standing Rules, no committee chair or committee member can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the board of directors. **Contracts can only be signed by elected officers.** This includes building use permits.

BOD Approve Date: _____

Board Recommendations: _____