

Moorlands Elementary PTA Committee Plan of Work

Committee/Chair:	
Event/Program/Fundraiser:	Date of event:

Responsibilities/Duties:			
Goal:			
Specific Action Steps	Start Date	Completion Date	
Budget:			
Expenses:			
Volunteers Needed:			

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.

Approved: _____