



## NELSON PTA COMMITTEE PLAN OF ACTION

\*Please fill out this form at the beginning of the school year. This form will be your plan of action for the year. If plans change from the initial plan of action please resubmit this form 1 month prior to the committee activity. Expenses will not be reimbursed if prior approval has not been granted on this form\*

Committee/Teacher: \_\_\_\_\_

Event/Program/Fundraiser/Classroom: \_\_\_\_\_

Budget: \_\_\_\_\_

Date of Event (or when funds are needed): \_\_\_\_\_

When the membership approves the PTA budget they are 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 using the budget and present these to the Board of Directors. 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.

Number of Volunteers needed (if applicable): \_\_\_\_\_

Description of the event/program/fundraiser: \_\_\_\_\_

If there are expenditures, explain how the budget will be spent (please be as specific as possible with what funds are being spent on and use the back if necessary. Note: PTA cannot pay for transportation):

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

### BOARD OF DIRECTORS USE ONLY

Decision Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Board Recommendations:

\_\_\_\_\_

Officers Signatures: \_\_\_\_\_