Jefferson Elementary School PTA Committee Chair Report School Year:

Contact Info (Phone and Email)

All committee reports must be submitted to the PTA treasurer along with the PTA Reimbursement Form. Reimbursements will not be able to be made until the Committee Report is received. Thank you for your time and energy leading this committee.

Committee/Activity:

Chairperson/ Contact Info (Phone and Email):

Committee Members/ Contact Info:

Co-Chairperson/ Contact Info (Phone and Email):

Event Date:

Name

Please explain any budget v				
Number of Volunteers Needed: Resources Needed Including Food				

Vendors Used

Vendor	Contact Info	Items/Services Used Comments		
Room Layout/ Photographs: Please include any room layouts or photographs of the event, if applicable.				
Improvements /Challenges: Please discuss any improvements or changes that you made to the event and why, as well as challenges you faced whe planning or executing this event.				
Recommendations for Next Year:				
Signed	Date: .	E-mail:		