

2016-2017 COMMITTEE ACTIVITY REVIEW FORM

This form can be found on the Tomlinson Middle School PTA website under “Committee Information” Completed forms should be sent electronically to your VP within 30 days of completing your committee. Thank you for completing this form...it is the most important file to hand down to the next chair person!

Committee Name:

School Year: 2016 - 2017

Description of committee or event:

Chairperson and/or Co-Chairs, emails and phone #s:

NAME

EMAIL

PHONE

Committee Members (Volunteers):

Description of tasks and timing:

TASK	WHEN IT SHOULD BE DONE

Supplies needed:

Any Valuable Resources/Vendor Information or Contacts:

Financial Review:

Itemize all expenditures and income. Compare to budget.

Any things you would do differently if you did it again?

Word of wisdom for your successor...