

TMS PTA 2017-2018
COMMITTEE ACTIVITY REVIEW FORM

This form can be found on the Tomlinson Middle School PTA (cttmspta.org) 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!

Committee Name:

Description of committee or event:

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

Committee Members (Volunteers):

Description of Major 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?

Words of wisdom for your successor...