



Romona PTA Committee Planner

All Standing Committees must complete and return this form to their VP. Not all questions will apply--complete as much as possible. The VP and the Executive Board will use this information to better serve each committee's needs including budget, volunteer and publicity support. Budgets are established at the beginning of the new PTA fiscal year. Both the outgoing and incoming committee chair should review and respond before the final budget is approved for next year. Direct all questions to the VP. For more information visit: www.romonapta.org

Submitted By _____ Submitted To VP _____

Date Submitted _____ For School Year _____

COMMITTEE INFORMATION

Committee Name _____

Outgoing Chair(s) _____

Incoming Chair (s) _____

Members _____

Event Name(s) _____

Date(s) _____ Time(s) _____

Location(s) _____

Main Goal of Event: Fundraiser Awareness Enrichment Community Building

BUDGET*: Revenue/Expenses Actual Last Year Anticipate Next Year

Outgoing *(include all purchased or donated in-kind)*

Location Rental _____

Entertainment Fees _____

Custodial Fees _____

(\$39 per hour. Keep in mind set up and tear down time.)

Food _____

Beverages _____

Copy Fees _____

General Supplies _____

Other *(i.e. decorations, vendors, etc. expenses unique to your event)*

Incoming *(include all purchased or donated in-kind)*

Ticket Sales _____

Food Sales _____

Raffles _____

Other *(i.e. sponsorship, donations, etc. income unique to your event)*

Total Net Anticipate Revenue/Expenses _____

**For more detail or line items, attach additional information or spreadsheet(s).*

VOLUNTEER SUPPORT	Actual Last Year	Antic. Next Year	Already Secured
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Number Custodians	_____	_____	_____
Number Volunteers <i>(Please include schedule if available.)</i>			
Before	_____	_____	_____
During	_____	_____	_____
After	_____	_____	_____
Sign Up Genius Needed?	Yes/No	Yes/No	_____
Transportation Needed?	Yes/No	Yes/No	_____
Money at Event?	Yes/No	Yes/No	_____
<i>(If yes, please notify your VP.)</i>			
Start \$ Needed	_____	_____	_____
<i>(A Cash Box Request form needs to be completed. Give Treasurer minimum 1 week notice.)</i>			

PUBLICITY SUPPORT *(Approval for all communications needed. We reserve the right to edit. Give plenty notice.)*

Internal

___ Romona Review	___ PTA Website
___ Outdoor Bulletin Board	___ Room Parent Email
___ Backpack Express <i>(Special approval needed.)</i>	___ Other _____

External

___ Wilmette Life	___ District 39 Backpack Express
___ Wilmette Beacon	___ Local Posters, Flyers
___ Other _____	

Need help with any of the above? *(ie: copywriting, artwork, placement)* Yes/No

NOTES *(Please explain in detail.)*

Anything not covered. Thoughts for next year. Anticipated changes affecting next year's committee.

GREEN REMINDER

Whenever possible, please consider the environment in your committee planning:

- *Check PTA Closet for items to use
- *Provide recycling opportunities
- *Use electronic promotions
- *Buy in bulk, consider repackaging