

# Board Member Year-End Report

School Year \_\_\_\_\_

Please include copies (originals preferred) or computer disk of all handouts, flyers, and other items of publicity and communication with this report. Forward all leftover supplies, equipment, collection boxes, or other items pertinent to your committee or office to the PTA President on or before the time of the Transitional Board Meeting in May. These items are the property of Penny Road PTA and must be returned at the end of the school year unless you plan to continue with the board next year.

**NAME OF BOARD/COMMITTEE POSITION:** \_\_\_\_\_

**CHAIRPERSON NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**CO-CHAIRPERSON NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Annual Budget Amount: \$ \_\_\_\_\_ Amount Spent: \$ \_\_\_\_\_

Total Funds Received (income): \$ \_\_\_\_\_ Not Applicable

- 1. Contacts:** (names and phone numbers) – vendors, suppliers, printers, etc.
- 2. Volunteers needed:** (include number of volunteers and for what tasks)
- 3. Supplies needed:** (include how many of each and for what use, as appropriate)
- 4. General Activities Involved with this Position/Committee:**
- 5. Specific Timeline of Activities associated with the Position/Committee:** (chronological listing of what you do and when)
- 6. Suggestions for the future:**
- 7. Specific Instructions for Day of Event, Function, etc.**
- 8. What worked and what didn't work:**
- 9. General Comments or Miscellaneous Information:**

Please fill this out as soon as your event is finished. If your office is on-going, please make notes throughout the year.