

Okte PTA Committee Report

Committee Chairperson: _____ Co-Chair(s): _____

Name, Date and Time of Event: _____

What steps were taken to prepare for this event?

Did you have to purchase items? If so, list the items, quantities, etc...

If set up was necessary on the day of the event, please give a brief description.

If volunteers were utilized, please give a break down of how many and at what task.

Were Thank You notes sent out? If so, to whom and for what purpose?

Were any forms required for this event? (ie. – bus request form, facilities use form, etc...)

****PLEASE SUBMIT YOUR REPORT TO *Caryl Hugg* WITHIN 10 DAYS OF YOUR EVENT. YOU CAN PUT YOUR REPORT IN HER FOLDER IN THE MAIN OFFICE, OR E-MAIL IT TO HER AT: hugg1004@aol.com**