

NORTHWEST SUBURBAN COUNCIL OF PTA/PTSAs
PLAN OF WORK

School Year 20 - 20

Name:
Address:
Telephone: _____ Email: _____
School Name:
Committee or Position:

Members of this Committee:

Goal of this Committee (General statement):

Specific Plans/Ideas: (How will you achieve your goal)

Itemized Budget Request: (List specific categories you expect to spend money on)

Total Budget request: _____

Guidelines for Board Members:

1. Attend all Board meetings. If unable to attend, call president.
2. Attend all General Membership meetings.
3. Inform president and principal of all committee meetings.
4. Take Basic Information Course
5. Take Advance Course.
6. Keep accurate records for your procedure book.