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Committee Plan of Action & Budget Proposal Form

Please use this form to formulate a plan of action to present to the Board of Directors. Complete this form by answering the following questions, additional sheets may be attached.

Chairperson/Board Member: _____

Name of Committee: _____

Number of Volunteers Needed (estimated): _____

Duration of your Activity: Year long One Time Event Over a Period of Time

Date(s) of Event or Time Frame of Activity: _____

Please give a detailed overview of your committee's plans for the year (such as coordinating time, place, volunteers, ect.): _____

Please describe in detail your communication timeline for your committee (such as bulletin board, flyers, newsletters, etc.) during this PTSA year: _____

Your budgeted amount is: _____

(a budget is not authorization to spend, it's how much has been allocated to a particular event/program/activity by the Membership)

Describe how you propose to use your expense budget or plan to generate income. Please be specific.

Board Use Only

Prepared by: _____ Date: _____ EC Member: _____

Liberty High PTSA General/Board Meeting Date Discussed/Approved: _____

Was this plan: Approved Declined More information requested

If more information is requested please explain here: _____

*Make copy for Legal Notebook and Committee Chair who submitted the Proposal.