



PTA PLAN OF WORK

Officer/Chairman Name: _____

Position: _____ Year: _____

Reproduce as needed for the appropriate number of goals.

Responsibilities/- Duties:		Committee Members:	
Goal:		Evaluation Process:	

Activity	Date	Account Name	Income (projected)	Expense (projected)
Total:				

Resources:	
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Volunteer and Web Coordination: *What is the date you will need volunteers posted to the PTA web site? What is the date you want a description of the event posted to the PTA web site?*

Date	Item Description