

TIERRA BONITA ELEMENTARY PTA
14678 TIERRA BONITA ROAD
POWAY, CA 92064
858-748-8540



CHAIRMAN'S REPORT

PLEASE COMPLETE LINES 1-9 OF THIS FORM. MAKE FOUR COPIES - ONE FOR YOUR RECORDS, ONE FOR THE PTA PRESIDENT, ONE FOR THE AUDITOR AND ONE FOR THE HISTORIAN. PLACE THE COMPLETED REPORTS IN THE VOLUNTEER OFFICE MAILBOXES.

1. EVENT _____

2. CHAIRMAN _____ PHONE# _____

3. DATE OF EVENT _____

4. PURPOSE OF PROGRAM _____

5. HOW MANY VOLUNTEERS ARE NEEDED/FOR WHAT? _____

6. TOTAL INCOME (MONEY SUBMITTED TO TREASURER FOR DEPOSIT) _____

7. TOTAL EXPENSES (DISBURSEMENTS THAT WERE PAID) _____

8. PLANNING TIMELINE NOTES

9. OTHER NOTES (LESSONS LEARNED) _____

