

## 2008-2009 YEAR-END COMMITTEE CHAIR REPORT

COMMITTEE NAME: \_\_\_\_\_

COMMITTEE

CHAIRPERSON(S): \_\_\_\_\_

DOES THIS EVENT NEED A COMMITTEE OR COULD ONE/TWO INDIVIDUALS HANDLE IT EFFECTIVELY?

COMMENTS/SUGGESTIONS:

WAS THE PROVIDED JOB DESCRIPTION IN YOUR COMMITTEE PACKET ACCURATE? IF NOT, PLEASE MODIFY AND ATTACH TO THIS DOCUMENT. SUBMIT THE REVISED DESCRIPTION TO YOUR COMMITTEE CHAIR REPRESENTATIVE, JACKIE RAY OR CATHY SODL.

PLEASE DESCRIBE EACH JOB/TASK ON YOUR COMMITTEE AND THE NUMBER OF VOLUNTEERS NEEDED. FOR EXAMPLE, SET-UP 4 PEOPLE, CLEAN-UP 2 PEOPLE, ETC.

WERE THE NUMBER OF VOLUNTEERS PROVIDED ADEQUATE; TOO MANY, NOT ENOUGH?

WHAT DO YOU RECOMMEND FOR NEXT YEAR?

WERE ALL THE VOLUNTEERS ON YOUR LIST CONTACTED? IF NO, PLEASE EXPLAIN WHY.

IF YOU DID HAVE A CO-CHAIR, DO YOU FEEL YOU NEEDED ONE?

IS THERE ANYTHING YOU WOULD DO DIFFERENTLY IN PLANNING OR EXECUTING YOUR PROGRAM?

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IS THERE ANYTHING THAT THE PTA OR STAFF CAN DO TO BETTER SUPPORT YOUR EVENT/PROGRAM? DID YOU FEEL YOU RECEIVED ADEQUATE DIRECTIONS AND SUPPORT FROM THE PTA BOARD?

WAS YOUR BUDGET AMOUNT APPROPRIATE? PLEASE ATTACH AN EXPENSE LIST TOTAL FOR YEAR ENDING.

WERE YOU ABLE TO APPROPRIATELY THANK YOUR COMMITTEE MEMBERS (NOTES, CALLS)? DO YOU HAVE ANY SUGGESTIONS FOR COMMITTEE MEMBERS APPRECIATION/THANKS FOR THE UPCOMING YEAR?

PLEASE HELP US LEARN FROM YOUR EXPERIENCE. WHAT ADDITIONAL INFORMATION WOULD BE HELPFUL FOR NEXT YEAR'S COMMITTEE AND PTA BOARD?

WOULD YOU BE WILLING TO CHAIR THIS COMMITTEE IN 2008-2009? IF NOT, PLEASE RECOMMEND 1 OR 2 INDIVIDUALS FROM YOUR COMMITTEE THAT ARE FAMILIAR WITH THE WORK OF YOUR COMMITTEE THAT WE MIGHT RECRUIT.

THANK YOU!