

Central Valley PTA Committee Tracking Form and Checklist

2023-2024

Standing Committee: _____ Budget: _____

Chair/ Co-Chair(s): _____

Event Date: _____ Approved by Executive Board and Principal

Building Usage Emailed on _____ to Sam Cercone with President, VP Committees, and Principal CC'd

PTA General Meeting to present plan _____ present how the event went _____

Executive Board & School Approve Flyers Distributed on _____

List of Vendors

Vendor Name or Company	Contact Information	Details of Item

Budget and Expenses

Description	Estimate	Actual	Invoice Submitted
Total Expenses			
Income from Raffles/Etc.			

Use this space to make notes and determine what went well and what could be improved: