

**NORTHWEST SUBURBAN COUNCIL OF PTA/PTSAs
PLAN OF WORK**

School Year 20__ - 20__

Name: _____
Address: _____
Telephone: _____ E-Mail: _____
School Name: _____
Committee or Position: _____

Members of this Committee:

Goal of this Committee: (General statement)

Specific Plans / Ideas: (How will you achieve your goal)

Itemized Budget Request: (List specific categories you expect to spend money on)

Total Budget requested: _____

Guidelines for Board Members: 1. Attend all Board meetings. If unable to attend, call president. 2. Attend all General Membership meetings. 3. Inform president and principal of all committee meetings.	 4. Take Basic Information Course. 5. Take Advanced Course. 6. Keep accurate records for your procedure book.
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Report Revised April 2002

Northwest Suburban Council