

# HCCPTA : Committee Procedure Book

Board/Committee position: \_\_\_\_\_

Committee Chair name: \_\_\_\_\_ Year: \_\_\_\_\_

Please include the following information for this Procedure Book:

**Calendar:** List date of event  
Deadlines for Newsletter article, fliers to go home, order forms sent home etc.

**Committee Chairs:** List all the different committees and the previous committee chairs

**Responsibilities:**  
Please list in detail everything you coordinated to do this position.

**Evaluation:**                      What worked?                      What would you change?

**Budget information:**  
Include the amount allotted from the PTA budget  
Provide a detailed break down of actual expenses  
If you have a spreadsheet please include.

**List Volunteers:**                      List names of volunteers who helped out that year.

## Attach the following information:

- Newsletter articles
- Forms, letters
- Spreadsheets
- Training information
- Contact information
- Resources

**Put any forms, letters, or spreadsheets on a computer disk and put in this procedure book.**



**Budget information:**

Include the amount allotted from the PTA budget  
Provide a detailed break down of actual expenses  
If you have a spreadsheet please include.

