



**Junipero Serra Elementary School PTA**  
**Committee Chair Report**  
**School Year: \_\_\_\_\_**

*All committee reports must be submitted to the PTA Treasurer along with the PTA Reimbursement Form. Reimbursements will not be processed until the Committee Report is received. Thank you for your time and energy leading this committee!*

**Committee/Activity:**

**Event Date:**

**Chairperson/ Contact Info (Phone and Email):**

**Co-Chairperson/ Contact Info (Phone and Email):**

**Committee Members/ Contact Info:**

| Name | Contact Info (Phone and Email) |
|------|--------------------------------|
|      |                                |
|      |                                |
|      |                                |

**Budget Amount:**

**Actual Amount Spent:**

**Please explain any budget variance.**

**Number of Volunteers Needed:**

**Resources Needed (Including Food):**

[illegible]

**Vendors Used:**

| Vendor Name | Contact Info | Items/Services Used & Comments |
|-------------|--------------|--------------------------------|
|             |              |                                |
|             |              |                                |
|             |              |                                |
|             |              |                                |
|             |              |                                |
|             |              |                                |

**How was the activity publicized? Attach any fliers.**

**Was the timing of the event appropriate? If not, how could it be improved?**

**Was there anything about the event that was particularly challenging? If yes, please give any recommendations you may have to solve the problem.**

**Recommendations:** ☐ Do again ☐ Do NOT do again ☐ Do again, but modify (explain below)

**Additional Comments:**

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**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_