

# Committee Plan of Work

For School Year \_\_\_\_\_

Name of committee \_\_\_\_\_

Committee Chairperson \_\_\_\_\_

Activities \_\_\_\_\_

Vendor/ Supplier (if applicable) \_\_\_\_\_

Date of Agreement/Contract \_\_\_\_\_

Budget Allotted \_\_\_\_\_

Goals \_\_\_\_\_

Objectives/Outline Steps (Include time frame)

Supplies Necessary

*No money can be spent or work done until plan of work is approved by the Board of Directors. Copy of Approved plan of work returned to committee chair, original is filed with the minutes of meetings approved.*