

Sauder PTG Chairperson's Report

The Chairperson's Report is due 2 weeks after the event but no later than the last scheduled PTG Board Meeting. Please return report either the Vice President of Ways and Means or Services. Even if you are chairing the event next year, please return the binder. The information contained within is updated every year to reflect any changes in people or policy.

The following is a sample of the information needed in your report. You may use this as your guideline or include any information that you feel is important.

Thank you for your time and effort spent making Sauder Elementary a better place for all of our children.

1. Committee: Please put the Chairperson and Co-chairperson's name, phone number and email address.
2. Timetable: Please explain how many weeks in advance it took to plan the event.
3. Materials Needed:
4. Donations: List area businesses you contacted and what donations they gave you.
5. Financial Records: Reimbursement Reports, Bank Deposit Reports, income, expenses, etc.
6. Publicity: Attach copies of fliers sent out, copies of newsletter articles about your event, etc.
7. Things you learned: List things that worked best for you and things you would change.
8. Suggestions:
9. Are you willing to chair this event next year?