

Highland View Elementary School PTA

2008-2009 Work Plan for _____ Project

Coordinator / Team Leader:

Name:

Phone:

Email:

Co-Leaders or Volunteers Members:

Name:

Phone:

Email:

Name:

Phone:

Email:

Key Responsibilities:

Example: Organize after school clubs for HVES students

Goals for the Project / Committee:

Example: Provide affordable after school enrichment clubs for all HVES students in Fall and Summer

Highland View Elementary School PTA

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Please outline the major action steps that will support you achieving your program goal.

Action Steps	Start Date	Completion Date
Example: Contact MCC PTA Hands on Science coordinator in summer to determine Fall after school program needs	06/01/08	06/25/08
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To Assure Adequate Funds – Please Provide a Projected Budget with Major Line Item Expenses

Description of Expense	Projected Expense	Potential Sources of Income / Donation
Example: Scholarships for 30% of students with limited income	400.00	PTA Fundraising

Anticipated Volunteer and Staff Resources Needed To Accomplish Goal

Example: Will need 5 volunteers to assist in contacting various clubs and organizations that offer programs

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To Help Us Evaluate the Program, Please Describe The Outcomes of A Successful Program

Benchmarks of Success
Example: Increase after school club participation by 20%

Please Share Any Additional Comments / Concerns / Questions