

EAST LAKE ELEMENTARY SCHOOL PTA

154 Eastlake Ave.
Massapequa Park, NY 11762
eastlakepta.org

Committee Report Form

Date: _____

Committee/Event: _____

Chairperson(s): _____

Budget: _____

Expected # of Attendees: _____ Actual # of Attendees: _____

Monies in: _____ Monies Out: _____

Vendor(s) used: _____

Event Summary: _____

What worked WELL: _____

What would you do Differently: _____

Return completed forms to the First Vice President and include a list of volunteers