



HICKORY CREEK ELEMENTARY
Parent Teacher Organization

Committee Report

Name of Event: _____ Chairperson(s): _____
Date: _____ Time: _____
Day of Week: _____ Location: _____

List of Contacts/Vendors

Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____

Communications

What tactics (flyers, email, posters, etc.) did you use to promote this event/effort? _____

Budget

Committee's Budget: _____ Expenses: _____ Income: _____
Cost to attend event: _____

Expenses for event (item / cost / purchase location): _____

Event/Effort Execution

Key steps before event: _____
Key steps during event: _____
How many PTO volunteers assisted: _____ How many student volunteers assisted: _____

Overall Feedback

From students/parents: _____
From teachers/staff: _____
From committee: _____
What did and did not work well? _____

Would you recommend this event for next year? Yes No