



Mini Training Session Plan of Work (POW)

HCC PTA/PTSA Treasurer
2023

Welcome!

- Today we are going to go over Plans of Work
 - What is it and why are they needed?
 - When do we start working on them?
 - How do we determine the goals for our position or event?
 - How do I fill them out?
 - My plan is done, now what?
 - Once the event/fundraiser is done what happens to the plan of work?
 - Questions

What is a Plan of Work?

- It is a document that helps everyone communicate more clearly about the project.
- It defines goals and lays out the action steps needed to complete a project
 - These should include a calendar of activities and the budget.
- The plan of work should be based on the needs of the school and/community's children as identified by the members.
 - The goals give guidance for the projects, programs, meetings and other activities.
 - It makes clear what the desired outcome is and lays out the activities needed to accomplish that outcome. It also highlights needed resources, participation/volunteers and budget needs.
- The budget for each POW should allow for its necessary expenses and can be changed as needed.
- All Committee members involved should review and provide input to the plan before the project begins. This process ensures you'll have a clear roadmap that everyone supports when it's ready.
 - Not only are these plans accomplished for fundraisers and events, but every PTA position should also have its own detailed list of all goals to achieve during their term of office.

Why do we need a Plan of Work?

- The responsibilities and goals of the committee (standing, special or task forces) must be clearly defined.
 - The committee members should know if funds have been allocated for the committee's use
 - What records or resources are available to them.
 - A timeline must be established for scheduled meetings, the completion of specific tasks, and the presentation of the final report to the president and executive board.
- Committees make recommendations, not decisions;
 - All projects and activities must have the approval of the executive board and the association in advance; and
 - All money raised or derived from the activities of a committee is deposited in the PTA/PTSA bank account and shall not be expended by any chairperson or committee without the approval of the executive board and association.
- These reports will become a record of your year for the board, incoming leaders as well as the public.

When do we START working on them?

- Your President will schedule a planning meeting for the executive board (typically scheduled over the summer months)
 - Your executive board includes all officers (president, vice president(s), secretary, and treasurer), the principal, parliamentarian, standing committee chairs (if applicable), special committee chairs, and additional positions such as historian, and student representatives (if PTSA).
 - This is where you should determine goals for the year, which will guide the Plans of Work that need to be completed.
 - Plans of Work are not only for your fundraising events but also for your programs as well as your individual positions.
 - Plans of Work are also accomplished throughout the year as required

How do we determine what the goals are for our Position?

Review your current bylaws and standing rules with the entire executive board.

- The bylaws contain many job responsibilities and timelines/due dates.
- Reviewing them together gets everyone on the same page with the same expectations.
 - Goal setting provides direction and allows a means to measure accomplishments.
 - Goal setting allows people to become more efficient and effective, prevents crises, provides confidence, builds public esteem for the association, lends credibility to efforts, and makes the membership proud of its participation.
 - Goals should be SMART - specific, measurable, attainable, results-oriented, and time-bound.
 - Ensure that goals are in written form and reviewed at each meeting (as appropriate).
 - Each executive board member must complete a Plan of Work (for his or her position) before the first executive board meeting.
 - What do you want to accomplish in your new role?

How do I fill out the Plan of Work?

This is just an example of a Plan of Work

There are other examples on the HCCPTAP TSA.org website as well as on the Floridapta.org website

**XYZ PTA/PTSA
Plan of Work
2023-2024**

Officer/Chairman Name: _____

Program: _____ Year: _____

Reproduce as needed

Responsibilities/Duties:		
Goal:		
SPECIFIC ACTION STEPS	START DATE	COMPLETION DATE
Budget:		
Resources:		
Evaluation Process:		
Committee Members:		
<i>This section completed at Executive Board Meeting</i>	Approved Budget: _____ Approved by: _____ Date: _____	
Notes:		

How to fill out a Plan of Work for an Event/Fundraiser

List the goal(s) you want to accomplish during this event

Why are we doing it?

Responsibilities/Duties:	Committee responsibilities (what are you doing, fundraising, sending our flyers)
Goal:	Goals for the year (raising money for a specific item)

How to fill out a Plan of Work for an Event/Fundraiser

List Action Steps

- List the action steps you need to complete to attain the stated goal. These steps should include specific actions detailing how you will achieve the stated goal.
- All action steps should have a projected start and stop date to achieve the goal.

Responsibilities/Duties:	Committee responsibilities (what are you doing, fundraising, sending our flyers)	
Goal:	Goals for the year (raising money for a specific item)	
SPECIFIC ACTION STEPS	START DATE	COMPLETION DATE
Action #1	April 2021	May 2022
Action #2	August 2021	May 2022
Action #3	April 2021	May 2022
Action #4	August 2021	May 2022
Action #5 - (to add row in this table, Table Menu – Insert Menu- Row Above or Row Below; to delete row in this table, Table Menu - Delete - Row)	October 2021	December, 2011

How to fill out a Plan of Work for an Event/Fundraiser

Budget

Budget:	\$x exp (list expense budget requirements) \$y inc (list income budget estimate) Any comments for clarification; notes regarding changes to program from year before
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Include:

- Estimated fundraising income if applicable
- Total estimated program expenses (could be postage, supplies, etc.)
- A review of the projected budget will need to be monitored and any changes will need to be addressed to the treasurer and the board

How to fill out a Plan of Work for an Event/Fundraiser

Resources

- Use this space to list resources expected to be required and include a brief explanation.

Evaluation Process

- How will the program's success be evaluated (comment cards collected at event, online poll/survey, attendance levels, etc.)

Committee Members

- Who on the board has volunteered to assist with the event/Fundraiser?

Notes

- Provide any information that might benefit future committee Leadership Teams (dropping a program that wasn't working, etc.).

Remember that this report will be available to the public.

Resources:	
Evaluation Process:	
Committee Members:	
<i>This section completed at Executive Board Meeting</i>	Approved Budget: \$ _____ Approved by: _____ Date: _____
Notes:	

Examples of Completed Plans of Work

Responsibilities/Duties:	Set up table and pick up donuts and coffee for new Kindergarten parents		
Goal:	Introduce new incoming parents to the PTA as well as try and put a smile on their face after dropping off their little ones for their first day of kindergarten. Also provide an opportunity for parents to interact with one another		
SPECIFIC ACTION STEPS	START DATE	COMPLETION DATE	
Determine what items to serve and location of table	2 Weeks prior	Day Prior	
Set up table	Day of	Day of	
Ensure we have tissues/blowers to offer new parents	2 Weeks prior	4 Days prior to event	
Budget:	\$150		
Resources:	Donuts, coffee, table, tablecloth, welcome sign for Kindergarten parents.		
Evaluation Process:	Feedback from Kindergarten parents		
Committee Members:	All board members		

Responsibilities/Duties:	Fill funds requests, make bank deposits, balance accounts, maintain financial records and the budget, file tax returns when applicable, make regular financial reports, and perform various support duties. Chair the Budget and Financial Committee.		
Goal:	To maintain the PTA financial records in such a manner that the Financial Reconciliation Committee finds the reconciliation process to be one of ease and organization.		
	START DATE	COMPLETION DATE	BUDGET
Regularly check the PTA mailbox, process PTA funds request forms and make deposits quickly after receipt of funds	Ongoing		
Present financial reports at all regular membership and executive board meetings.	Ongoing		
Maintain (ledger or digital) financial records, update hard copy and/or electronic files, balance all accounts to bank statements monthly.	Ongoing		
File returns (IRS Form 990) within the published deadlines		Electronically file the appropriate IRS Form 990 NLT 15 Nov	\$150-300 electronic file
Monitor committee' expenditures and report to committee chairs monthly on budget status and provide documentation of expenses.	Ongoing		
Resources:	Council treasurer and local PTA executive board, Florida PTA Dollar\$ and Sen\$e Resource Guide and website, records retention policy, National PTA website (e-learning)		
Continuation Process:	End of year review by Financial Reconciliation Committee		

My Plan of Work is done....now what?

Chairpersons present plans of work to the board for approval **prior** to starting committee activities.

- The chair of each standing and special committee as well as task forces shall present a plan of work to the executive board for approval.
 - If the plan of work is approved, the standing/special committee can begin their planning (following the steps outlined in the plan of work)
 - If the plan of work is disapproved, the board will recommend changes to either the timeline or budget for the standing/special committee to modify
- **No** committee work shall be undertaken without the consent of the executive board

Once the event/ fundraiser is done what happens to the plan of work?

To make it easier for the next year's board and to report back to the current board on how the event went, you will want to complete an After Action Report. This is a summary of how the event did.

- Were we on budget
- What worked well
- What should we done differently if we decide to do this event again.

Event/Committee	Boo Hoo/Yahoo Breakfast	
School Year	2022-2023	
Budget	\$150.00	
Income (Description)	Estimated Amount	Actual Amount
Total	\$0.00	\$0.00
Expenses (Description)	Estimated Amount	Actual Amount
Donuts and coffee	\$150.00	\$131.26
Total	\$150.00	\$131.26
Net Income (Income - Expenses)	-\$150.00	-\$131.26
Below, please capture all items that went well/needed improvements, as well as any specific information related to this event (need more volunteers, etc)		
NOTES:		
Purchased 7 dozen boxes of donuts and 3 boxes of coffee.		
Event advertised on Facebook the night before		
Set up was done outside the KG wing from 0710-0800		
Could have gotten away with 7 boxes of donuts. Perfect amount of coffee (make sure		
we have enough cups and stirrers. 5% discount using dunkin on Big Bend mention		
for teachers.		
Number of Volunteers used - 6		
Number of people participating in this event - 120		

Recap

- We discussed what a Plan of Work is and why we do them
- We discussed when you should start working on them and how to determine the goals for the event or fundraiser as well as your board position
- We discussed how to fill out a plan of work and where you can find them
- What you do when you are done with them
- Lastly, what happens when the event is over (capturing what worked and what didn't, not enough money or people to pull off the event, etc..)

Questions?

