

HILLSBOROUGH COUNTY COUNCIL PTA/PTSA  
PLAN OF WORK

SCHOOL YEAR:

Position/Event:

Name:

Vice President or Supervisor if chair:

- The chairs of each standing committee shall present a written plan of work to their Vice President for approval of the Executive Board. No committee work shall be undertaken without the consent of the Executive Board.
- Officers shall present a plan of work to the President for approval of the Executive Board.
- Reimbursements will only be paid according to an approved Plan of Work.
- Whenever possible, payments should be made with a PTA Check instead of being paid personally by the chair.

Summary of Activities:

Total Budget:

Anticipated Expenses (Please Itemize):

I agree to follow the above plan of work: \_\_\_\_\_

Approved By:      Executive Board      Executive Committee

Date: \_\_\_\_\_