

South View Parent Council

Final Committee Report

Committee Chairs

Please complete this report and return it to the Parent Council President within one month of the event or project you chaired.

Event: _____ Event Date: _____

Report Date: _____ Completed by: _____

Committee Name: _____

Overview of Event, Project or Position

Committee Chair Job Description

Committee Members and Responsibilities

Identify committee members who might consider a leadership role in the future.

Budgeted amount \$_____ Actual expenses \$_____

Timeline and tasks – including planning and execution of event, project or position:

Equipment required:

Items saved and their location:

Evaluation and Recommendations – what worked, what didn't

Would you consider doing this job again? Yes No

Please attach (or email) flyers, publicity, print materials – anything that would be useful for coming years. Electronic versions of files should be submitted to the SVPC president – president@southviewparents.com