Redmond Middle School
PTSA
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Committee Plan of Action

For lengthy answers, please attached a separate document.

If this is for an after-school student enrichment program (Math, Science, Drama, etc.), please read the WA State PTA Handbook "Running a Great Student Enrichment Program" BEFORE filling out this form.

Program / Committee:_____ School Year: _____

Chair(s) or committee members: _____

_____

Staff Sponsors / Support:_____

Total Projected Income: $_____ Proposed Fee(s): $_____

Please list income source(s) and total projected amounts for each (student fees, ticket sales, fundraising, etc.):

_____

_____

Total Projected Expenses: $_____ ***Please attach budget breakdown.***

What will you do if income projections are not met? How will your budget be adjusted?

_____

_____

Outside Vendor(s) being used and how they were selected:_____

_____

Please attach business license, contract and proof of insurance for each vendor being used.

Committee Meeting Dates: _____

_____

Important Dates (mandatory meetings, registration deadlines, rehearsal dates, event dates, etc.):

_____

_____

_____

Where will the program activities happen?_____

_____

If RMS building space will be used, building use request form must be submitted no later than Sept 30th unless otherwise pre-approved in writing by the school building-use supervisor and PTSA Board.

What are your volunteer/supervision/chaperone requirements? _____

_____

_____

How will you find/recruit volunteers? Will you need help from PTSA leadership with this?

 _____

_____

How will you support students who have barriers to participation (economic, disability, language, etc.)?

_____

How will you discover parent/participant/staff needs and collect feedback in order to improve?

_____

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FOR AFTER-SCHOOL ENRICHMENT CLUBS ONLY: *(please initial where indicated)*

_____ I have read and understand the WA State PTA Handbook "Running a Great Student Enrichment Program".

_____ I have read and understand the RMS PTSA policy "After-School Enrichment Programs Administrative Fees and Use of Corporate Matching Funds"

_____ I understand that PTSA student enrichment programs are not permitted to spend money from general PTSA funds, and must be self-sustaining.

Students and parents must sign "RMS PTSA Code of Conduct" prior to participation in any after-school enrichment program. How will you ensure this gets done?

_____

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I attest that all the information on this form is accurate to the best of my knowledge.

Signed: _____   Name: _____   Date: _____

Signed: _____   Name: _____   Date: _____

Board Approval granted on (date): _____ Signed (Secretary): _____
Board Recommendations will be attached to this document if applicable.