



## MES PTA Chair Report Form 2019-2020

We want to thank you for all of the hard work that you have so selflessly put forth on behalf of the MES PTA. You have already left this community a better place.

Your efforts have served to enrich the lives of our children which is our ultimate goal.

The following Chairperson's report, once completed, will be an indispensable tool for the chair people who assume your position in the future and for board

members who oversee this committee. It will also be a very important legacy that

you bestow upon the OHES and VES community. It is through trial and error that we strive to build on our programs and create an atmosphere where constructive criticism and positive attitudes unite. You will save us from repeating mistakes and allow us to continuously improve our game! Thank you in advance for your cooperation!

Jenna Huntley and Yuna Kim

MES PTA Co-Presidents

**This evaluation form is to be used as a guide for the ongoing maintenance and improvement of this overall program. If you have other information to add, please attach the details and documents to this report as necessary.**

Committee: \_\_\_\_\_

Committee Chairperson(s): \_\_\_\_\_

Event Date(s) (please include the day of the week): \_\_\_\_\_

Would you change the month or day of the week this event was held? \_\_\_\_\_

If so, what would be better and why? \_\_\_\_\_

\_\_\_\_\_

Time of Event/Duration: \_\_\_\_\_

Would you change the start or end time of this event and why? \_\_\_\_\_

\_\_\_\_\_

**\* PLEASE ATTACH A DETAILED TIMELINE OF YOUR WORK FOR THIS EVENT!!  
(please consider lead time needed to order supplies, how long each task took to complete, etc...)**

Location Event Was Held: \_\_\_\_\_

Would you change the location where this event was held and why? \_\_\_\_\_

\_\_\_\_\_

How many volunteers did you have? \_\_\_\_\_

Do you think you needed more/less volunteers and why? \_\_\_\_\_

\_\_\_\_\_

**\*PLEASE ATTACH A COPY OF YOUR VOLUNTEER LIST**

Are you available to chair this event next year? \_\_\_\_\_

In the event you are unavailable to chair this committee next year. Is there someone you would recommend to chair this committee next year? \_\_\_\_\_

If so, who? \_\_\_\_\_

Budget: \$\_\_\_\_\_

Do you feel you had enough \$ to carry out your committee's objective and why?

\_\_\_\_\_

Realized Expenses: \$\_\_\_\_\_ Realized Revenues \$\_\_\_\_\_ Did you charge admission to your event? \_\_\_\_\_ How much? \$\_\_\_\_\_ Was this a fair amount (need to be increased or lowered)? \_\_\_\_\_

We could have saved \$\$ if \_\_\_\_\_

We could have used more \$ to \_\_\_\_\_

**\*PLEASE INCLUDE ITEMIZED EXPENSES, STORES/WEBSITES USED, SUPPLIERS WITH PHONE NUMBERS**

Your Contact Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sincerest thanks again for all of your dedication and hard work. Also, thank you very much for taking the time out of your busy life to complete this form and add all of the attachments requested—this information is truly priceless!**