

Woodlawn PTO Event Summary 2020-2021

Committee: _____

Chairpersons: _____

Event Date / Time: _____

Income Projection: _____

Income Actual: _____

Expense Projection: _____

Expense Actual: _____

Planning Timeline and Summary of Event (attach separate document if needed):

Feedback on the Income or Expense Budget*:

Lessons learned and recommendations (attach separate document if needed):

Volunteer Information:

*Please attach a detailed financial summary listing all revenue, all expenses and net profit/loss for the fundraisers.

Be sure to include pertinent flyers, forms or publicity used for the event. Pictures of the event are helpful for future chairs to envision for the future.

Please return completed form to the PTO Executive Board one month after your event but no later than **May 1, 2021**.