

Kaneland McDole Elementary School

Annual PTO Committee Report

Upon Completion of your PTO-sponsored event, please complete this Committee Report, place it in your Committee Binder and return to Michelle Moser, PTO Co-President at the end of the 2010-2011 school year.

PTO Event/Date:

Chairperson Names:

What was the timeline of your PTO event (ie. 2 months out we did...1 month out we did...3 weeks...):

How many volunteers are needed for this event and what did you assign them to do?

What items were purchased and where were the purchases made:

Were there any specific vendors that did a good job/or any vendors that you would suggest not using in the future and why? (ie. Photographers, venues, restaurants, etc.)

Were there any remaining items that may be utilized for the next school year? If so, where are the items stored (if not in PTO shed)?

What was your original committee budget?

What was the amount spent on this event?

Are there any suggestions or comments that you can provide to the next chairperson taking on this committee?