

**NORTHWEST SUBURBAN COUNCIL OF PTA/PTSAs  
PLAN OF WORK**

**School Year 2007-2008**

<b>Name:</b> _____
<b>Address:</b> _____
<b>Telephone:</b> _____ <b>E-Mail:</b> _____
<b>School Name:</b> _____ Willow Bend _____
<b>Committee or Position:</b> _____

**Members of this Committee:**

**Goal of this Committee:**

**Specific Plans / Ideas:**

**Itemized Budget Request:** (Itemize specific categories you expect to spend money on and provide your best estimate for each)

**Total Budget requested:**

**Guidelines for Board Members:**

- |  |   |
|--|---|
| 1. Attend all Board meetings. If unable to attend, call president. | 4. Take Basic Information Course.                 |
| 2. Attend all General Membership meetings.                         | 5. Take Advanced Course.                          |
| 3. Inform president and principal of all committee meetings.       | 6. Keep accurate records for your procedure book. |