



XYZ PTA/PTSA

Plan of Work

2022-2023

Officer/Chairman Name: Jane Doe

Program: Math Night Date: November 19, 2022

Reproduce as needed.

Responsibilities/Duties:	Plan a fun math night and dinner for students and their families	
Goal:	Giveback to students to spend time with their families at this free math game night hosted by Mathnasium. Parents will sign up their students and preorder/purchase dinner. Dinner purchase is not required to attend this event	
SPECIFIC ACTION STEPS		START DATE
		COMPLETION DATE
Get with Mathnasium to determine the date of the event		Mid Sept
Complete Facilitron request and ensure AC is left on		4 weeks from event
Send out sign up for volunteers (Teachers, parents and high schoolers only)		2 weeks from event
Send out RSVP to all, create flyers to send home to each student, update Facebook page as well as ask admin to promote in weekly emails		4 weeks from event
Send Mathnasium final numbers and how many of each meal request for ordering as well as pick up chips and water for event		Week of event
Budget:	\$700	
Resources:	Mathnasium and a minimum of 12 volunteers	
Evaluation Process:	Feedback from teachers, parents and students	
Committee Members:	All board members (due to selling memberships and spirit wear)	
This section to be completed at Executive Board Meeting	Approved Budget: <u> \$700 </u>	
	Approved by: <u> Board </u>	
	Date: <u> 13 Sep 22 </u>	
Notes:	Recommend reaching out to and send emails to local high school for volunteers (community service hours will be given)	