

COUGAR RIDGE PTSA PROGRAMS, PROJECTS & ACTIVITY

GUIDELINES & EVALUATION FORM 2019-2020

Thank you for taking the time to complete this evaluation, as it will be helpful for the PTSA and the next PTSA Chair hosting this event. The time, talents and energy that you devoted to programs and activities is greatly appreciated.

PTSA Chair(s) _____ Date _____

PTSA Program, Project or Activity _____

How many volunteers were needed to run this program? _____

Estimate volunteer hours used for this program: _____

How many students were involved and/or benefitted from this program? _____

PRIOR TO THE EVENT: GENERAL GUIDELINES

- Please read the Communication Guidelines prior to your event. They can be found on the CR PTSA website under PTSA Info.
 - If applicable, contracts must be signed by the PTSA President and your VP.
 - Questions regarding additional budget/funding/grants MUST go through the PTSA Exec. Board.
 - Always ask your VP/Exec. Board if you have any questions or need additional support.
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GENERAL EVENT OVERVIEW

- Vendors used (i.e. Schwanns for Ice Cream Social):
- Other companies (i.e. Union Bank):
- Other PTSA tables (i.e. Spirit Wear or auction):
- School equipment needed/used:
- Other:

BUDGET

- APPROVED 2019-2020 budget amount:
- Cost Overview (discussion):
- 2020-2021 budget recommendation:

MARKETING

- PTSA Website and Bobcat Blast:
- Poster on PTSA bulletin board:
- Other Advertising used:

RECOMMENDATIONS FOR NEXT YEAR:

Please return this evaluation to your VP and retain a copy in your committee notebook or electronically so that it can be passed on to the next PTSA Chair member.

Thank you!