

**East Goshen Elementary School
H.S.A. Committee End-of-Year Report
2017/18 School Year**

Please answer all questions and email to robynking4hsa@gmail.com or kbeck36369@yahoo.com. If there are additional attachments that can't be emailed, please indicate so and place them all together in the HSA basket in the office.

1. Name of Committee:
2. Name of Committee Chairperson(s):
3. Phone #: _____ email: _____
4. # of Committee Members: _____ 5. How many meetings were needed? _____
6. Briefly describe the main activities of this committee: _____
7. Start date for work on this committee : _____
8. What faculty and/or staff members need to be contacted regarding this committee's activities? For what purpose?

Who?

Why?

9. Do any special materials need to be ordered for use by this committee/for this event? If so, when do you place the order?

What:

When:

10. Contact information for outside people/vendors important to this committee's work:

Name:

Phone#

➤ _____

11. Step-by-step checklist of the committee's activities:

12. Cost/budget?

13. What worked especially well for this committee this year?

14. What changes or improvements would you suggest for this committee?

Additional comments: