

Inglewood Junior High PTSA Committee Chairs' "How To" Manual

Property of Inglewood Junior High. Please use this manual to assist you in chairing your project. Please put a copy in your Committee binder and give a copy to the Volunteer Coordinators at the end of your project. Thank you!

Project Name:

Current Chair:

Prior Year Chair:

Date of Project:

Planning Period:

Number of Volunteers needed:

Vendor's used (and contact information) if applicable:

Budget:

Prizes or incentives (if applicable)

Helpful Hints: