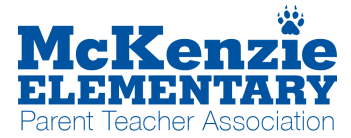


Committee Chair Debrief Form



Name: _____ Date: _____

Committee Name: _____

Event Name (if applicable): _____ Event Date: _____

Program/Event Process/Highlights:

Proposed Budget: _____ Actual Expenditures: _____

If proposed budget differed from their actual expenditures, please explain to help future planning:

Number of committee members (attach list): _____ Was it sufficient to execute the event? Yes ___ No ___

Suggestions for future events:

Would you like to chair this committee next year? Yes ___ No ___ If not, why? _____

If no, please list three possible candidates to fill the position next year:

1. _____
2. _____
3. _____

Did you receive a folder/binder with information from the previous chair? Yes___ No ___

If not, do you have a folder/binder to pass along? Yes___ No ___ *If yes, please return it to your exec board liaison*

Did you receive access to your committee's Dropbox folder? Yes___ No ___

If so, is your committee information up-to-date in Dropbox? Yes___ No ___

Were you sufficiently supported by your executive board liaison? Yes___ No ___

Comments

Which forms of communications with the McKenzie community did you use? Check all that apply:

- McKenzie Monitor
- PTA website
- PTA newsletter
- Facebook
- Email blast
- Outdoor signage

Additional comments:

Please send completed form to pres_elect@mckenziepta.com. Thank you!