



parent • teacher
organization

Program Report Form

Thank you for volunteering to help Riverside PTO. Please review the PTO event or initiative you have been helping with and complete this form to help better prepare the program/event for the following year. Please return this form to your PTO VP and copy in the Co-President (president@rspto.org). Please include any relevant flyers, paperwork etc.

Your Name:

Email:

Phone Number:

Event:

Date of event:

Brief Description of the job:

Approximate Attendance:



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Please list deadlines, timetable, facts that are critical to program/event fulfillment:

Preliminary Budget/Actual Costs:

Net Profit:

Important contacts/resources (please include phone number/email address if applicable):

Any thoughts/suggestions for next year that would improve the program?

Proposed date for next year?

Are you available to manage the program again next year? Do you have a suggestion of someone who might be interested in taking your place?