



Plan of Work

Officer/Chair Names:

Committee/Program:

School Year:

Responsibilities/Duties:

Committee Members:

Date & Time of Event(s) or
Frequency of Ongoing
Events:

Location of Event(s):
(ex. All-Purpose Room, Media Center, gym,
etc.)

Budget:
(provide as much detail as possible)

Resources:

Committee Program Goal:

Specific Action Steps

Start Date

Completion Date

POW approved by BOD: Date _____ Budget amount approved \$ _____