**Sunset Ridge/Middlefork School PTO Board Report**

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

**Submitted by:** YOUR NAME

**Board Position and Year held:** ROLE AND YEAR

**Approximate Budget:** LIST BUDGET

**Key Responsibilities:** Please list key responsibilities, for your position, in its corresponding month:

|  |  |
| --- | --- |
| Month | Responsibilities (bullet format, as many as needed) |
| August |  |
| September |  |
| October |  |
| November |  |
| December |  |
| January |  |
| February |  |
| March |  |
| April |  |
| May |  |
| June |  |
| July |  |

**Key Contacts:** List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone** | **Misc. Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |