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**NEW CANAAN HIGH SCHOOL PARENT FACULTY ASSOCIATION**

## **NCHS PFA Year End Report**

**Event:** \_\_\_\_\_

**Date/Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Chairs:** \_\_\_\_\_

Brief description of the event:

Interaction with the school (scheduling, custodian set-up, teacher or administration participation):

Volunteer needs (recruitment, communication, staffing):

Event publicity (description, timing for Ram-o-gram):

Expenses (unanticipated, actual costs vs. budget):

Problems encountered and recommendations for ways to improve the event next year: