



Wakefield Forest Elementary PTA

4011 Iva Lane

Fairfax, Virginia 22032

703-503-2300

Year-End Committee Checklist

Committee:	Year:
Chairperson:	Contact Number: ()
Co-Chair:	Contact Number: ()
I have enclosed the following (check all that apply): <ul style="list-style-type: none"><input type="radio"/> Copy of all fliers - hard copy & computer files<input type="radio"/> Vendors used, contracts and invoices<input type="radio"/> Photographs<input type="radio"/> Planning issues<input type="radio"/> Number of volunteers needed<input type="radio"/> Suggestions for next year's chairperson<input type="radio"/> Other information	The most important advice I pass along is: