



Committee Chair Report

School Year: 2015-2016
Prepared by: Jennifer Curran
Date: 8/28/2016

Committee Name: School Supplies
Committee Chair(s): Carolyn Glace
Co-Worker(s): _____

What We Accomplished and When: Organized school supply lists from teachers, contacted vendor for item availability and pricing, sent out order forms, organized items for delivery to classrooms.

When job was started and completed: April 2015 - August 2015

Resources used/needed: Mr. Kitsko acts as liason between committee and teachers. Vendor account manager provides pricing information once we submit supply lists.

Monies Used/Profits Gained: Not reported by committee chair

Difficulties: _____

Suggestions for Next Year: _____

Other Comments: See excel spreadsheet for notes and supply lists for each grade.