




Sample Screens from a PTA Volunteer Reporting System

Main Form : Form

J. A. Coles PTA
Volunteer / Committee System



[Volunteer Input Form](#)

[Committee Input Form](#)

[Calendar Input Form](#)

[Report Menu](#)

[Close Menu](#)



Volunteer Input Form : Form

J. A. Coles PTA Volunteers and Committee Chairperson Entry Form

First Name: Last Name: Home Phone: Is This a New Family
Work Phone: Email Address:

Children Name (1): Children Name (2): Children Name (3): Children Name (4): Date Recvd:
 Room Parent (1) Room Parent (2) Room Parent (3) Room Parent (4)

Is this person a chairperson of a committee? CHECK for Yes ExecBd Member? Is a label Printed? Invited to Parties? Print a Committee Letter? Will Default to YES when chairperson

Committees Volunteering

Volunteer comm subform

Volunteer ID	CommCode	Type of Volunte
		Volunteer

Record: of 1 Volunteer for ANY Committee

Best Time More Details: Mon Tues Wed Thurs Fri Sat Sun Other Info:

Record: of 52

Committee Input form

J. A. Coles PTA PTA Committee Input Form

CommitteeCode

CommName

BudgetIn

BudgetOut

Other Comm Info

Chairpeople of this Committee

Record: of 64



Report Form : Form

**J. A. Coles PTA
Volunteer / Committee System
Report Choices**

Volunteer Reports	Chairpeople Reports	Miscellaneous Reports
Volunteer Reports	All Comm Chairpeople	Meetings that need Hospitality
Room Parent Volunteers (ALL)	Exec Board Roster	Print Various Labels
Room Parent Volunteers by Date	Meeting Sign In Sheet	Committees w/o Chairperson
Any Committee Volunteers	Calendar Report	
	Comm Chair Letter	
Close Form	Return to Main	

Comm Name Choose : Form

All Committees

Committee Name

4th Grade Recognition	Print Volunteer Report
4th Grade Summer Scholarsh	Export Volunteer Report
After School Enrichment	Committee Letter
Author in Residence	
Beautification of School	
BOE Liason/Legislation	
Book Fair	

[Close](#)