

Date

School Year

District Committee or District Work Team

COMMITTEE / WORK TEAM NAME: \_\_\_\_\_

COMMITTEE / WORK TEAM CHAIRPERSON: \_\_\_\_\_

CHARGE OF THE COMMITTEE:

[Empty box for Charge of the Committee]

COMMITTEE / WORK TEAM DURATION: \_\_\_\_\_  
school year, on-going, etc.

TENTATIVE MEETING SCHEDULE: \_\_\_\_\_  
weekly, monthly, quarterly, etc.

MEMBERSHIP NEEDS / REQUIREMENTS & COMPOSITION:

[Empty box for Membership Needs / Requirements & Composition]

MEMBERSHIP RECRUITMENT:

- Volunteers recruited from website or portal
- Volunteers solicited

MEMBERSHIP SELECTION & CRITERIA TO BE USED:

[Empty box for Membership Selection & Criteria to be Used]

FISCAL IMPACT & FUNDING SOURCE: \_\_\_\_\_

Cabinet Use Only:

Approved for Committee / Work Team Creation and Membership Recruitment

Request Denied