

Meeting Report

Committee: _____

Committee

Chair(s): _____

Name of
Event/Activity: _____

Date: _____ TIME: _____ Place: _____

What has been accomplished (meetings scheduled, flyers sent home, supplies purchased):

What is needed? (Volunteers, time, resources, suggestions. . .):

Time Table for above

Thanks so much for taking the time
To Share the Status of your upcoming event!!!