

Date of meeting \_\_\_\_\_

Name of committee \_\_\_\_\_ Name of Chairman \_\_\_\_\_

Volunteer hours expended since last report \_\_\_\_\_ Date of last committee meeting \_\_\_\_\_

Next committee meeting date \_\_\_\_\_ time \_\_\_\_\_ place \_\_\_\_\_

Annual budget allowed \_\_\_\_\_ Amount spent to date \_\_\_\_\_ Balance \_\_\_\_\_

Write a short summary of committee's action since last report. Attach additional page if necessary.

Describe future plans.

Committee members	Active	Inactive	Remarks

● Distribution: Copies to President, Secretary, and Committee Chairman

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