COMMITTEE REPORT

Please write a committee report for all LWV activities and events. Attach any detailed information as requested or needed. Report to be filed with President and Secretary or others if requested.

**Activity Details**

Name of Activity: ___________________________ Date held: ________________ Time: ________________

Location: ___________________________________________________________________________________________

In cooperation with (list group, agency, or organization) ____________________________________________________

**Goals**

______________________________________________________________________________________

**Committee Details**

Chair: ___________________________ Other Members: ___________________________

______________________________________________________________________________________

**Meetings** were held: (1) __________ (2) __________ (3) __________ (4) __________ (5) __________

**Financial Details**

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<tr>
<th></th>
<th>Proposed Budgeted Income $</th>
<th>Actual Income $</th>
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<thead>
<tr>
<th></th>
<th>Proposed Budgeted Expense $</th>
<th>Actual Expense $</th>
<th>Net Income $</th>
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**Volunteer Details**

Number of volunteers at this activity: _________________ Total volunteer hours: _________________

Number of volunteers needed for future events such as this: ________ Duties of volunteers needed: ________

**Recommendations**

- □ Do again  □ Do NOT do again  □ Do again, but modify (See # below.)

**Report Details** Attach any detailed information as requested.

1. Was insurance required? □ Yes □ No
   Was extra coverage required? □ Yes □ No
   Cost? ________________

2. Was a written contract required? □ Yes □ No
   Board approval? □ Yes □ No
   Did the President sign? Copy given to Secretary? □ Yes □ No

3. Was the timing of the activity appropriate and optimal? □ Yes □ No
   If not, suggest a better alternative: ________________________________

4. Attach a detailed timeline to the report.

5. Were there any special requirements? □ Yes □ No
   Explain: ___________________________________________________________

6. How was the activity publicized? ________________________________
   Attach any articles or fliers.

7. Specify equipment needs ________________________________

8. Contacts & info (speakers, judges, service providers) ________________________________
   ________________________________

9. Attach a detailed financial report. Attach copies of Cash Verification Forms or Expense Reimbursement.

10. Additional comments _____________________________________________________________
    _____________________________________________________________

Prepared by: ___________________________________________ Date: ________________