

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

Proposed Budgeted Income	\$ _____	Actual Income	\$ _____
Proposed Budgeted Expense	\$ _____	Actual Expense	\$ _____
		Net Income	\$ _____

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. Attache a detailed financial report. Attach copies of Cash Verification Forms or Expense Reimbursement.
10. Additional comments _____

Prepared by: _____ Date _____

