

Sample from Long Beach Section

Committee/ VP Report

Submit to the Secretary and President.

Status Report ()

Submitted by:

Recent Event(s): Summarize. What worked; what did not work; what recommendations did the committee make to add, delete, change. Should this be done again next year?

- 1.
- 2.

Future Events/Plans: List upcoming activities.

- 1.
- 2.

For consideration at the Board Meeting: List any issues, questions etc that need discussion at the meeting. This can be a call for volunteers, funds, donations, calendar etc and committee recommendations: event should be repeated/cancelled. Recommend to increase, decrease budget, etc.