**COMMITTEE NAME:**

**COMMITTEE CHAIR(S):**

**MEETING DATE AND LOCATION**:

**SUMMARIZE PREVIOUS MONTH’S ACTIVITIES (Include the number of participants and evaluation data from participants and/or committee members):**

* text

**OTHER MEETING ACCOMPLISHMENTS:**

* text

**UPCOMING COMMITTEE EVENTS & DATES:**

* text

**NEXT MEETING (date, time, and location):**

* text

**BUDGET UPDATE total allocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expenditures since last report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Balance remaining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SERVICE HOUR REPORT**

Record the time spent by members of your committee doing the following:

* + Attending committee meetings to plan service activities
  + Planning and preparing for service activities (shopping for needed items, creating handouts, making copies, etc.)
  + Executing service activities

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time frame** | **Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**MEETING ATTENDANCE:**

*(All committee members must be financial with Columbia (MD) Alumnae Chapter.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chair’s Signature Committee Chair’s Name Typed or Printed