



2019-2020 End-of-Year Event Summary

Date Submitted	
Committee Name	
Chair Name, email and phone	
Co-Chair Name, email and phone	
Committee Members	

The following items are attached to this summary or have been forwarded to the Executive Board electronically. Please check under the appropriate column. Please attach additional paper(s) if more space is needed.

<u>Items</u>	<u>Hard Copy</u>	<u>Electronic</u>	<u>Not Applicable</u>
Committee member contact list			
Committee meeting notes & a sample Committee Report			
Completed financial report including invoice copies			
Copies of flyers, announcements, signs, contracts, etc.			
Notes on projects recently completed and/or under development			
List of relevant contacts outside the committee (vendors, school officials, parents, student groups, etc.)			

Additional items or notes:

Recommendations for the next chairperson:

Please check this box if you plan to continue as Chairperson next year.