

Proposed format for Committee and Board Reports.

Xxxxx Committee/Taskforce Report
Submitted by
XYZ Smith, QRS Jones
June 26, 2002

1. Committee Members: XYZ Smith, QRS Jones, AB Cella.

2. Current Projects:XXXXX
Report briefly here on status of one of the projects. Include decisions the committee has reached, results of surveys, status of current things you're working on, etc.

More on this one current project. Given any relevant details.

3. Current Projects: YYYYYYY
Report here on another project if necessary.

4. Board Action Items:
List here any questions you have for the Board, any budget decisions you'd like the Board to make, any agenda items you need added to meetings, etc.

5. Attached Items:
List here anything you've attached to your report like a spreadsheet, instruction sheet, photocopies of handouts, etc. This way we can keep track of what goes with what when we have a lot of handouts.

(Use a common font like Times New Roman, Use one side only so it can be reproduced easily for distribution or faxed. Please number pages at bottom.)

