

# End-of-the-Year Committee Report

Name of Committee:

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Members of the Committee (please include a phone number):

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Date(s) of the Committee Program:

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Time(s) of the Committee Program:

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Location of the Program:

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Finances of the Committee (what did it cost to run program; please include your income and expenses):

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Who finances this committee (i.e. school, PTO, donations, etc.)?

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Number/Group of students/families attended (let us know who attended this program and how many were in attendance):

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Amount of Volunteers Needed (be specific - example; "2 needed for door, 2 needed for concessions"):

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Items purchased/Quantity of each item:

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Contact People/Phone Numbers (Include vendors/suppliers, etc.):

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Include a brief timeline of events needed to run this committee (i.e. when to contact vendor, when to ask for room availability, when a date for event is decided, when to contact volunteers, etc.)

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