**4-H CLUB COMMITTEE SUMMARY REPORT OUTLINE**

***Submit at the first club meeting after your event with a suggested budget for next year.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Committee:** | G | 4-H Day | G | Fund Raising | G | Club Achievement Night |
|  | G | Community Service | G | Fair Activities | G | Float |
|  | G | 4-H Week | G | Banner | G | Other  |

Activity/Event: Date of Activity/Event:

This report submitted by: Date Submitted

Event Information: (Include Time, Location, Cost of Attendance, How Many Attended, Speakers, funds raised, etc.)

Committee Preparation Time Line: [Be specific on details of how much you ordered, where you ordered from, how much it cost (attach copies of receipts if at all possible), names of contacts if you worked with one person in particular, how early you started to plan, order, and organize this activity. Include anything that will help next year’s committee.]

Committee Finances: Did you have enough funds? G Yes G No (if no, please explain)

**Be sure to turn in a suggested budget for next year with this report.**

Do you plan to be on this committee again next year? G Yes G No

What would you change about this activity/event for next year?

What things would have helped you in the process of planning and running this event?

***Please use additional pages if needed. Be as explanatory as possible. THANK YOU for your time!***