4-H CLUB COMMITTEE SUMMARY
REPORT OUTLINE

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

Committee:

- ☐ 4-H Day
- ☐ Community Service
- ☐ 4-H Week
- ☐ Fund Raising
- ☐ Fair Activities
- ☐ Banner
- ☐ Club Achievement Night
- ☐ Float
- ☐ 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? ☐ Yes ☐ 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? ☐ Yes ☐ 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!