

Post Activity Report

Name of Activity/Event: _____
Date and Times Held: _____
Chairman: _____
Number of volunteers used: _____

Budgeted Amount: _____ Actual amount spent: _____
How much and on what did you spend money that wasn't reimbursed:

List of resources with phone numbers:

Were handouts used? Attach copies and indicate who they went to:

Activity Summary: Please list what you did and how it got done. Be very specific as this will be used by the next chairman:

Recommendations for next year: _____

