

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: _____

Please use an attachment if necessary. Keep one copy of this in your folder and provide one to the appropriate VP. Please attach your Plan of Work, copies of all Reports and Handouts, and any sample notes, maps or diagrams. When filling this out, pretend you won't be here next year and provide the next person enough information to do as terrific of a job as you did!