



**COMMITTEE REPORT**

The vice-president of the Chapter or organization should arrange for a sufficient number of committee report blanks for all committees for the entire year.

Date \_\_\_\_\_

Reports from \_\_\_\_\_ Committee.

Committee Members: Present: \_\_\_\_\_

Absent: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Action to be Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

Comments: