



Committee Name

Monthly Report to the Staff Council

Report Date

Date Meeting was held:

Time:

Location:

What the Committee is working on. [no more than 3 items]

1.

2.

3.

Event(s) held [Turn in event de-brief form and if not events were held, indicate N/A]

Synopsis on goals for next month [no more than 3 items]

1.

2.

3.

What support do you need from the Executive Committee?