



# CLUB COMMITTEE CHAIR REPORT



Report of Committee \_\_\_\_\_

Month & Year \_\_\_\_\_

Club Name: Kiwanis Club of Kennewick

Division: PNW #54

Number of committee members: \_\_\_\_\_

Number of meetings during month: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Attendees: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Attendees: \_\_\_\_\_

**PLEASE ATTACH A COPY OF MEETING MINUTES (THEY DO NOT SUBSTITUTE FOR COMPLETION OF THIS FORM) and PROJECT SIGN-UP SHEETS WITH NAMES AND HOURS CONTRIBUTED**

Project	NEW Project	OLD Project	PROPOSED Project	# of different members involved	# of member hours contributed	Service Account \$\$\$\$ DONATED	Service Account \$\$\$\$ EARNED	% of project effort spent on fund raising

Committee Chair Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**MUST BE SUBMITTED NO LATER THAN THE CONCLUSION OF THE MONTHLY BOARD OF DIRECTORS MEETING**