

Committee Planning Sheet

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee: _____

Date appointed: _____ Given the power to act? Circle one: yes no

Date reported back to club: _____

Committee meetings (include date, time, and location)

Chairperson's name and phone number: _____

Committee members' names and phone numbers:

Adult advisor's name and phone number: _____

Purpose of the committee: _____

Specific duties of the committee: _____

Decisions made, details worked out, or information discovered for the committee to report back to the club:

