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| **COMMITTEE REPORT –** *[enter month & year reporting on]* |
|  **Committee & Name** | [your committee, your name] |
| **Annual Committee Goals** **based on the JLFC Annual Plan** | **1.** [Goal 1: decide on three main goals for your year, these will be constant unless you meet the goal and set a new one] | **2.** [Goal 2] | **3.** [Goal 3] |
| **Budget** | **Annual Budget:**[your annual budget, this is constant] | **Spending this month:**[What did you spend during this reporting month?] | **Total Spending to Date:**[What have you spent total since June 1?] |
| **Volunteer Hours** | **This Month:**[How many hours total has your entire committee put toward JLFC efforts?] | **Year to Date:**[How many hours total has your entire committee put toward JLFC efforts?] |
| **COMMITTEE WORK PLAN** |
|  | **Action(s)** | **Committee Contact** | **Status** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **Does anything from your committee need to be reported/updated on our website and/or ANY social media?**  | [If so, explain and pleased get information to our communications chairman, marketing@jlfortcollins.org as soon as possible. If not, type NO.] |
| **Does anything from your committee need to be reported/updated on the** **member portal of our website?** | [If so, explain and pleased get information to our communications chairman as soon as possible. If not, type NO.] |
| **Does your committee need to be on the next Management Team meeting agenda?** | [Does anything in your WORK PLAN need to be discussed with the Management Team? If so, explain. If not, type NO.] |
| **Does your committee need to be on the next General Membership meeting agenda?** | [Does anything in your WORK PLAN need to be reported to the general membership? If so, explain. If not, type NO. You need not report if you are listing reminders.] |
| **Concerns/Questions** | [Any question from the committee level can be addressed here. Examples: Not enough money in budget? Committee members not staying in contact or fulfilling their placement?] |
| **Upcoming Events/Reminders** | [List any events, due dates, projects, or reminders from your committee. These will be included in our general membership e-mail blasts.] |
| **Celebrate! Our MEMBERS make JLFC possible! Pats on the Back** |  [Share with us any member that has gone above and beyond their placement to move the JLFC mission forward, by helping out on your committee or sharing the JLFC spirit within the community.] |