



Committee Report Form

Committee Name: _____

Committee Members:

_____	_____
_____	_____
_____	_____

Committee Chair: _____

Meeting Date: _____

Directions: Write a statement in the places listed below in response to each of the following statements:

1. Describe the task or issue assigned to the committee.
2. Describe how the committee investigated the matter.
3. Summarize the facts gathered.
4. What conclusions can be based on the gathered facts?
5. Write a statement describing what action the committee is recommending.

1.

2.

3.

4.

5.

(Signature) Recorder
(Outlines, diagrams, and supporting materials may be attached)

(Signature) Committee Chair