



# STUDENTS OFFERING SUPPORT, INC.

2008 -- 2009  
COMMITTEE REPORT

PROJECT: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

DESCRIPTION OF CHAIRMAN'S RESPONSIBILITIES:

\_\_\_\_\_

\_\_\_\_\_

TIMETABLE:

\_\_\_\_\_

\_\_\_\_\_

MATERIALS NEEDED:

\_\_\_\_\_

\_\_\_\_\_

SET-UP INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

VOLUNTEERS NEEDED:

\_\_\_\_\_

\_\_\_\_\_

MENU:

\_\_\_\_\_

\_\_\_\_\_

BUDGET ALLOTTED: \_\_\_\_\_

COSTS: (INCLUDE COPY OF RECEIPTS) \_\_\_\_\_

REVENUE EARNED: \_\_\_\_\_

PLEASE ATTACH A COPY OF ALL ARTICLES FOR THE NEWSLETTER, E-MAILS SENT TO THE MEMBERSHIP, AND INVITATION! PLEASE MAKE ADDITIONAL COMMENTS AS TO WHAT DID NOT WORK WELL AND WHAT SHOULD BE DONE DIFFERENTLY NEXT YEAR. FEEL FREE TO ATTACH AN ADDITIONAL PIECE OF PAPER WITH MORE DETAIL INFORMATION ☺