

Impact Leaflet No. 5f

# Committee Report Form

Name of Committee \_\_\_\_\_

Members Contributing \_\_\_\_\_

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Report \_\_\_\_\_

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Include a short summary of methods used by the committee, what the committee did, facts uncovered and information obtained.

- If the committee was appointed to investigate or study, provide a summary of the information gathered.
- If the committee was appointed to take action, provide a short summary of the work accomplished.
- If the committee was appointed to make recommendations, provide a statement of the recommendation followed by the resolution or motion proposed to implement the recommendation.