



MONTEREY COUNTY 4-H COUNCIL



Monterey County Leader's council END OF EVENT REPORT

Club in Charge: _____

Adult Chairs: _____

Youth Chairs (if provided) : _____

Name of event: _____ Date _____

Time _____ Location _____

Money budgeted _____ Actual money spent (with receipts) _____

Fees charged _____ *Add a separate additional page listing all itemization*

Donations _____ \$ amount _____ for what _____

From whom? _____ have they been thanked? _____
Add a separate additional page listing all donations

OUTPUTS: (results)

Number of *members* in attendance _____ number of *volunteers* in attendance _____

Number of Adults in attendance _____

Was this a chaperoned event? If so, number of chaperones _____
(Ratio of chaperones to youth listed above _____)

List or attach additional support materials that identify the following:

Budget

Menus

Receipts

Date(s) planning committee met

Flyers, score cards, program, script and or forms made or used

Spreadsheet or scanned copy list of attendees and volunteers

Overview of Items made

Schedule or event or timeline of planning

Correspondence related to committee



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Scholarships Offered

Names and contacts of special guests

Special staff (Nurses, lifeguards, cooks, etc.)

Photos of layout, items or event

Original committee description printed

What your club would do differently next time. Describe in detail what would be done differently and why:

Turn into the 4-H offices or the Council's 1st Vice President

Mo. Co leaders Council Committee wrap up form 2023-2024