

4-H Club, District, Regional Council and/or Committee Report



(The purpose of this report is to accurately document consistent information that is to be shared in a timely manner with clubs, councils, and/or committees. Using the Actionable Items template along with this report form will make it easier to proceed.)

Name of Committee: *(include club, district, or regional council)*

Meeting Date:

Location:

Attendance: *(identify club, district, region or committee name, positions)*

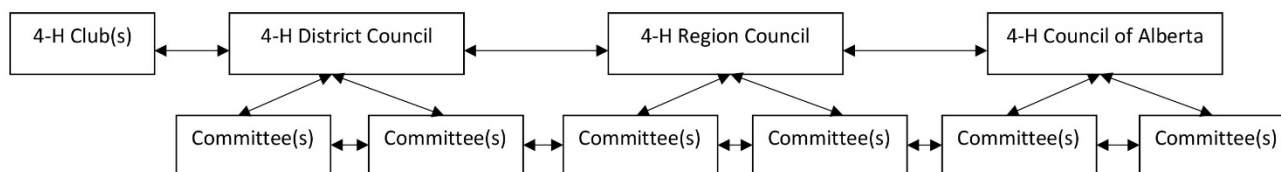
Key Messages from the meeting:

1. **What's New:** *(May include new programs or information, important notices, etc.)*

2. **Help us spread the word:** *(This is for education purposes – what members, leaders, volunteers and families need to know, and to tell others – e.g. program deadlines, opportunities, upcoming dates for committee or council meetings, important information relating to your responsibilities, etc.)*

3. **How will you share this information?** *(Don't let the message stop with you!)*

Volunteers and/or members are responsible to share accurate, consistent and timely information, to and from groups identified. Circle or highlight each group on the following diagram with whom you will share this information.



Report submitted by: *(club, district, region, committee)*

Date circulated: