



Committee Chair Pre and Post Report

Please use this checklist to ensure the completion of all your responsibilities as a committee chair. If you have any questions, problems, comments or ideas please contact the community leader or vice president right away.

Be the kind of leader you would like to follow

Committee: Senior Citizen Craft and Caroling

- Coordinate with Parent Advisor(s) Katie Lemmon to plan event
- Set a date of at least one planning meeting Nov. 8th make Scarves, Orna
- Give a report before the event at the club meeting October 11th Ornaments 2023
- Post the event on Band with a reminder set for a day or two before the event
- Attend the event you planned
- Record member's attendance Z, mia, Kyla, Maddie, Elizabeth, Jackson, Grace
Keil's cousin
- Take photos of the event to post on Band
- Give a report after the event at the club meeting Jan. 10th 2024
- Submit any receipts to the Treasurer within a month of the event
- SPEND ONLY WHAT IS IN THE BUDGET \$ 0
- Turn in this completed form to the Vice President

As the committee chair it is important that you plan and attend all meetings related to your event. If you cannot complete your responsibilities as listed above you are required to find a replacement. Any questions see Community Leader or Vice President.

End of Event Report

Adult Chair(s) Katie Lemmon / Jamie Allen ornaments

Youth Chair(s) Grace Lemmon

Name of Event Senior Citizen Craft and Caroling Date Dec. 1st 2023

Time 6-8pm Location Madonna Gardens Senior Center

Money Budgeted _____ Actual money spent (with receipts) _____

Fees charged _____ (add a separated additional page listing all itemization)

Donations _____ \$ amount _____ for what _____

from whom? _____ have they been thanked? _____

Add a separate additional page listing all donations

Number of members in attendance 8 number of volunteers in attendance _____

Members attended:

- 1) Mia Vasquez
- 2) Jackson Thornton
- 3) Grace Lemmon
- 4) Maddie Whitford
- 5) Zionna Aguinaga
- 6) Elizabeth Thornton
- 7) Kya
- 8)

How could you improve this committee for next year? We could add more activities for the seniors.

Would you be willing to be in charge of this committee again? Yes _____ No _____



Committee Chair Pre and Post Report



Please use this checklist to ensure the completion of all your responsibilities as a committee chair. If you have any questions, problems, comments or ideas please contact the community leader or vice president right away.

Be the kind of leader you would like to follow

Committee: Adopt a Family

- Coordinate with Parent Advisor(s) Neena Thornton to plan event
- Set a date of at least one planning meeting email sent to Salvation Army 10/23
- Give a report before the event at the club meeting 10/11/23
- Post the event on Band with a reminder set for a day or two before the event
- Attend the event you planned
- Record member's attendance
- Take photos of the event to post on Band
- Give a report after the event at the club meeting 1/10/24
- Submit any receipts to the Treasurer within a month of the event
- SPEND ONLY WHAT IS IN THE BUDGET \$ 50
- Turn in this completed form to the Vice President

As the committee chair it is important that you plan and attend all meetings related to your event. If you cannot complete your responsibilities as listed above you are required to find a replacement. Any questions see Community Leader or Vice President.

End of Event Report

Adult Chair(s) Neena Thornton

Youth Chair(s) Jackson Thornton

Name of Event Adopt-a-family Date 12/11/23

Time _____ Location _____

Money Budgeted \$50 Actual money spent (with receipts) \$50 gift cards

Fees charged — (add a separated additional page listing all itemization) Lucky's

Donations see below \$ amount _____ for what _____

from whom? _____ have they been thanked? _____

Add a separate additional page listing all donations

Number of members in attendance 7 number of volunteers in attendance 3

Members attended:

- Zionna Aguinaga - shirt, pants, shoes, jacket
- Grace Lemmon - shoes, jacket, Legos
- Olivia Porcello - shirt, pants, shoes, hair accessories
- Mia Vasquez - stuffed animal, mirror, blanket
- Maddie Whitford - jacket, hair straightener, blankets, gift card
- Elizabeth + Jackson Thornton - bike, helmet, home decor, blankets, dishes

How could you improve this committee for next year? Try to get more

members to participate

Would you be willing to be in charge of this committee again? Yes No



Committee Chair Pre and Post Report



Please use this checklist to ensure the completion of all your responsibilities as a committee chair. If you have any questions, problems, comments or ideas please contact the community leader or vice president right away.

Be the kind of leader you would like to follow

Committee: Parade of Lights

- Coordinate with Parent Advisor(s) Elizabeth Baca to plan event
- Set a date of at least one planning meeting 10/11/23
- Give a report before the event at the club meeting 10/11/23
- Post the event on Band with a reminder set for a day or two before the event
- Attend the event you planned
- Record member's attendance
- Take photos of the event to post on Band
- Give a report after the event at the club meeting 1/10/2024
- Submit any receipts to the Treasurer within a month of the event
 - SPEND ONLY WHAT IS IN THE BUDGET \$ 100
- Turn in this completed form to the Vice President

As the committee chair it is important that you plan and attend all meetings related to your event. If you cannot complete your responsibilities as listed above you are required to find a replacement. Any questions see Community Leader or Vice President.

End of Event Report

Adult Chair(s) Elizabeth Baca - Isaac Vasquez

Youth Chair(s) Mia Vasquez

Name of Event Parade of Lights Date NOV 24, 2023

Time 6pm-9pm Location Downtown Salinas

Money Budgeted _____ Actual money spent (with receipts) _____

Fees charged _____ (add a separated additional page listing all itemization)

Donations _____ \$ amount _____ for what _____

from whom? _____ have they been thanked? _____

Add a separate additional page listing all donations

Number of members in attendance 5 number of volunteers in attendance 7

Members attended:

Mia Vasquez
Olivia Parcello
Elizabeth Thornton
Jackson Thornton
Shae Aguilar

How could you improve this committee for next year? Have a Planned Theme
on what to make club Float on. So we know
what to buy and focus on 1 theme

Would you be willing to be in charge of this committee again? Yes _____ No