

Student Council/Leadership Class

Committee Binders

Name _____

Your job as a committee is to create a binder of all of the events/ Projects you have done this year. For each event completed, you must include the following:

- **Timeline of the event** – when to do what
- **Contact List** – list places/people that may be contacted for the event as well as phone numbers
- **To-Do List** – a List of all the things that need to be done – be sure to include reminders of little things that may be forgotten
- **Previous Evaluations if available**
- **Improvements/ideas** for next year

List the activities your committee has done below to get started:

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