**While meeting please fill out this form.** Depending on the agreement with the committee chairperson, adjustments in the specific duties and responsibilities, etc., may be necessary. Robert’s Rules must be followed.

**Date**   **Name of Committee**

**Person filling out this form (Name and Phone)**:

* This outline, meeting minutes & attendance will be sent to the 4-H Program Educatorafter meeting.

**Purpose of this meeting**:

**Specific Duties and Responsibilities**:

**Committee Members Names, Emails and Phone Numbers**:

**Youth representative(s) present:**

**How can the 4-H Program Educator better support your committee?**

**What support do you need from the office staff?**

**What went well at the Committee meeting/stories to celebrate?**

**Things to change for next Committee meeting?**

**Notes for possible budget Items or requests for next year**:

**Other Notes, suggestions, or ideas**:

Would like Educator to contact committee regarding meeting notes, suggestions, or ideas.

Person to contact Name and Phone