

**Benedict College National Alumni Association
Planning and Assessment Form**



ANNUAL MEETING/HOMECOMING PROGRESS

PLEASE PRINT

Name of Committee/Office: _____ **Fiscal Year:** _____

Committee Chair: _____ **Phone:** _____ **Email:** _____

Committee Co-Chair: _____ **Phone:** _____ **Email:** _____

Goals accomplished since previous Spring Planning Meeting: (Please describe how the goal was accomplished):

1. _____
2. _____
3. _____

Goals still in progress or not accomplished (Please describe current status of task, including progress, plans for completion, and expected completion date):

1. _____
2. _____
3. _____

Actual Outcomes:

Goals for next fiscal year:

Total Expenses to Date/Total Projected Budget: _____

*Please submit to the Recording Secretary by **September 15** of each fiscal year*

**Benedict College National Alumni Association
Planning and Assessment Form**



ANNUAL MEETING/HOMECOMING PROGRESS

To be completed by the Recording Secretary:

Committee/Office: _____

Was a motion made?

Yes

No

Did the motion pass?

Yes

No

If yes, what was the outcome of the motion?

Were there other actions noted with this committee?

Date

Signed/Office