

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



SPRING PLANNING MEETING PROGRESS

PLEASE PRINT

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

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

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

Goals Accomplished Since Previous Annual Meeting:(Please describe how the goal was accomplished):

1. _____
2. _____
3. _____

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

1. _____
2. _____
3. _____

Actual Outcomes:

Suggested Modifications:

Total Expenses to Date/ Projected Total Budget: _____

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

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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