

Items for Approval (i.e. communication, funding building use, etc):

ITEM	PERSON NEEDED TO APPROVE	DATE	SIGNATURE

Material and Budget Planning:

ITEM	QUANTITY	PURCHASE FROM OR ALREADY HAVE	COST

Notes _____

Following the completion of your charge, you must submit the evaluation summary to Ms. Campbell or Mrs. Tomczak. A summary of the event. What worked? What would you do differently? Was your event successful according to the indicators you set at the start?

SUMMARY MUST BE COMPLETED WITHIN 2 WEEKS OF CHARGE COMPLETION. IT WILL BE ASSESSED IN 2ND SEMESTER GRADES.

EVALUATION

CHARGE LEADER: _____ **EVENT** _____

Link leaders who helped on charge. Please list their name and rate their contribution from 1-5 with 5 being awesome and very helpful, 1 being not helpful at all. Also a brief synopsis of how each person helped.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Was your charge successful according to the indicators you set at the start? Explain. _____
