

1. **(NAME) Committee Report**
2. Name / position in the Chapter and email address of person completing report:

|  |  |
| --- | --- |
| 1st Quarter: | Name: Position: Email: Home Chapter:  |
| 2nd Quarter: | Name: Position: Email: Home Chapter: |
| 3rd Quarter: | Name: Position: Email: Home Chapter: |
| 4th Quarter: | Name: Position: Email: Home Chapter: |

1. Number of ENA Members on Committee:

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|   |  |  |  |

1. Number of attendees at meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|  |  |  |  |

1. Committee Meeting Schedule (day/time):

|  |  |
| --- | --- |
| 1st Quarter: |  |
| 2nd Quarter: |  |
| 3rd Quarter: |  |
| 4th Quarter: |  |

1. Recent or Planned Committee Activities:

|  |  |
| --- | --- |
| 1st Quarter: |  |
| 2nd Quarter: |  |
| 3rd Quarter: |  |
| 4th Quarter: |  |

1. Committee member(s) who deserve reward/recognition:

|  |  |
| --- | --- |
| 1st Quarter: |  |
| 2nd Quarter: |  |
| 3rd Quarter: |  |
| 4th Quarter: |  |

1. Specific committee related activities not addressed on agenda

|  |  |
| --- | --- |
| 1st Quarter: |  |
| 2nd Quarter: |  |
| 3rd Quarter: |  |
| 4th Quarter: |  |

1. Any specific ENA related activities (past or present committees, offices, etc.)

|  |  |
| --- | --- |
| 1st Quarter: |  |
| 2nd Quarter: |  |
| 3rd Quarter: |  |
| 4th Quarter: |  |
| 4th Quarter: |  |