Committee Planning Report
NOTE: ** = Required Field

**Type of report being submitted:** Committee Planning Report

**Date:**
16 September 2011

**Committee Name:**
Student Reception Committee

**Supervising Board Member:**
Cory Lampert

**Chair, Co-Chairs, Assistant Chairs:**
Angiah Davis, co-chair
Tracy Stout, co-chair

**Committee members:**
Angela M Kelly
Jennifer Green
Nicole Tekulve
Sarah Preskitt

**Committee Charge:**
To plan and coordinate a reception for student ALA members at annual conference

**Project Description / Goals:**
As above

**Specific Objectives (numbers, tangible end-products):**
A reception for approximately 100 ALA student members at Annual Conference
### Financial Report Section:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 1700.00</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e. 1700.00</td>
</tr>
</tbody>
</table>

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:

None planned at the moment

g. **Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

None

h. **Vendor support received:** (From the above list, what if any, has been received?)

None

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. **Web Support** (help with webpage creation, web form creation, web database, web database, scripting, etc):

b. **On-site conference volunteers:** (include estimated numbers needed and brief job description)
2-3 from committee to greet students,

c. **Publicity planned for the committee** (posting to other discussion lists, official press release for webpage, etc.):
Posting to discussion lists, to library school lists, social media

**Report submitted by:**
Tracy Stout

**Email address:**
tracystout@missouristate.edu