

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:

Your budget appropriation (see budget)	a. 1700.00
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.0
Difference between budgeted amount and total expenses from above (a-d)	e. 1700.00

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:**

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