

Final Report



A **FINAL REPORT** must be bound in some manner and submitted to the Chamber liaison within one (1) month following the presentation of the group's program. (Refer to pages 5-6 for dates.)

The final report must include a:

1. **Summary** that includes the program goals and objectives, how the program went, if the program achieved its goals, and what you would have changed
2. Approximately **250 word description** of the program on a CD or disc
3. Copy of the **initial and final plans** presented to the Curriculum Committee
4. Copy of the **invitation**
5. Copy of the program **agenda**
6. **Summary of evaluations** collected from attendees
7. **Financial summary.** (Refer to example on page 42 when preparing your financial report summary. This form gives the Chamber a record of individuals or businesses that supported LRV as well as a record to account for the group's income and expenses.)
8. **CD with photographs** of the entire planning process and the day of the program

See Chamber liaison about any questions on format.