



## Turnover Report 2019-2020

**POSITION:**

**OUTGOING CHAIR:**

**PHONE/EMAIL:**

**KEY CONTACTS:** provide the names and phone numbers of any key contacts associated with this position.

**BUDGET:** Include detailed description of what you spent and any budgetary changes that you recommend for next year.

List of expenses. Please provide copies of any invoices.

In-Kind items?

Provide advice in terms of line items that should be increased or decreased based on your experience.

**POSITION TIMELINE:** Please identify the main responsibilities of this position in a timeline format, beginning August 2019 (or whenever applicable to the start of this position)

List action to-do items month by month

End May 2020 (or sooner depending on position)

**UTILIZATION OF VOLUNTEERS:**

Did you have any volunteer needs? If so, how many, and when did you need them

**SUGGESTIONS/COMMENTS:**

**Please include copies of any emails that might be helpful for the use of the next committee chair. Thank you!**