



Classified Senate – Committee Report Out

Committee Report-out Template

For _____(name of constituent group)

The purpose of this template is to help representatives report back to their group about what happened at a committee meeting. This is not meant to replace the minutes (which are often not available until the next meeting), but rather to quickly disseminate information, especially if there are items of special concern to the group.

Committee Action Items – relating to or affecting this group

- 1.
- 2.
- 3.

Request for constituent group feedback on the following

- 1.
- 2.
- 3.

Reported by: