**2023-2024 CALA Mid-Year (Interim) Report Template**

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| **Instructions:** 1. Please use this template for your report and save the final copy in PDF format
2. Name your report and related files in the following way (for long committee name, an abbreviation can be used)
	1. 2024\_rpt\_interim\_{com, tf, chapter, office, etc.}\_name.pdf
	2. 2024\_rpt\_interim\_{com, tf, chapter, office, etc.}\_name\_attach1{.docx, .pdf, or .xlsx, etc.}
	3. 2024\_rpt\_interim\_{com, tf, chapter, office, etc.}\_name\_attach2{.docx, .pdf, or .xlsx, etc.}

For example: 2024\_rpt\_interim\_com\_publications.pdf (Publications Committee’s report); 2024\_rpt\_interim\_president.pdf (President’s report)1. When ready, sign in with your CALA membership credentials and submit your report at

https://cala.wildapricot.org/event-5494180 |

[Notes: Please remove this and the above instructions in your final submission.]

Your Name:
Email:
Committee/Task Force/Chapter/Office Name:
Committee Roster:

Committee/Office Charge:

Tasks completed (according to the goals outlined in the CALA 2025 Strategic Plan if applicable - be specific):

Goals and objectives accomplished for the midyear:

Goals and objectives not completed (and concerns):

Budget requirements or reimbursement Requests (if any):

Questions/Comments/Suggestions for the Board (if any):

Summary: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly wanted to address. This should be the main point of your committee report.