

ACTIVITY FINAL REPORT – SA & CCMTA

This report is to be prepared at the end of an SA or CCMTA activity. Make 2 copies.

1. Give 1 copy to the SA Chairman (SA Activity), or President (CCMTA Activity)
2. Keep 1 copy in the files of the activity chairman.

1. Name of Activity: _____

2. Date(s) of Activity: _____

3. Location: _____

4. Facilities and items used: _____

5. Starting time: _____

6. Finishing time: _____

7. Names, addresses and phone numbers of judges:

8. Number of trophies and/or certificates and where obtained:

9. Names of members participating as helpers and their roles:

10. Number of students participating: _____

11. Remarks and /or suggestions for next time: _____

