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**From:** *(Insert Name of the Student Rep)* **Date:** *(…of the meeting)*

**To: Members of the USPSA COUNCIL Ref:** *(Example Senate Meeting 4/10)*

**Subject:** *(Insert Report Name)* **REPORT**

***Report of the of the*** *(number of the meeting)(name of the committee)* ***meeting held on*** *(Day)* ***, the*** *(date)* ***of*** *(Month), ( Year)* ***at*** *(Time)* ***in the*** *(Name of the Conference Room),(Building Name if any)* ***.***

1. **The meeting was chaired:**
2. **Student Representative(s):** *(Name of the Students Reps Attending)*
3. **Agenda discussed**
4. **Important issues discussed in regards to the Association of its matters relating to it if Any. It could be a range of adhoc committees where the association has membership to and so forth.**
5. **Important Students Issues Discussed If Any.**
6. **Any Other Matter of Importance or Recommendation**
7. **Conclusion**

Signed By

……………………..

*(Name of Student Rep preparing the report)*

*(Position in the Federal Council)*