

Reporting Sheet

Date of Project:

Department/Committee:

Name of Activity, Project, or Program

Chairman:

Number of Members Involved (Please list members' names below or attach sign-up sheets).

Number of Non-members benefiting from project:

Number of Non-members helping with project

Total Hours Spent: . (Time spent x number of members)

Total Club Money Spent: \$ Value of Money or Items Donated: \$

For Fund Raisers: Total Money Earned: \$ Total Profit (Earned – Spent):\$

Club Fund or Organizations Benefiting from Fund Raiser Profit:

Other Groups/Organizations involved:

Publicity/Promotions used:

Evaluation/Recommendations:

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Please describe details of activity, project, or program. Attach any materials that may be helpful to the next chairman. Include names and phone numbers of contact persons and storage locations of any supplies or materials.