



Project Report Form



This is a Final Report

Project or Event: _____ Date: _____

Carpool/Meet-Up Time: _____ Location: _____

Chairperson(s): _____

Report: (activities, committee, meetings, important dates, budget motions, future plans)

Service Hours* Total: _____ Participants*: _____

Fundraising and/or Donations:

Incoming: Monetary: _____ In-Kind: _____

Outgoing: Monetary: _____ In-Kind: _____

Budget: _____ Spent: _____ Total Income: _____ (attach if avail)

*Service Hours include the actual project/event, phones calls, writing Thank You notes, organizing, copies, making signs, committee meetings, travel time, etc.)

* Participants include all members & non-members in attendance and are to be included in service hours total



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Complete this side only if FINAL REPORT

Thank You notes to send/Donor List: _____

Planning Time: _____

Manpower Required: _____

Major Steps for Completion: _____

Reccomendations: _____

Resources/Outside Chapter resources: _____

