Project Report

Project Name: ______________________________________________________

Date Held: _________________________________________________________

Total Number of Members Involved:
   (Include all members working on all aspects, including planning, and all members attending. Note: Count each member only once.) __________

Total Hours:
   (Multiply all planning hours x each member planning, plus hours to complete project x each member attending.) __________

Cost:

Actual dollars donated or cash spent:
   (e.g. scholarship or other money given, registration fee for event, speaker’s fee, etc.) __________

In-Kind value of any items donated, or purchased to be donated:
   (e.g. value of books, school supplies, food, toiletries donated; Tricky Tray or Silent Auction items solicited, etc.) __________

Profit (if applicable):
   (This figure would be used if event was a fundraiser) __________

Describe Project:
   Explain how project was planned and carried out. Keep any sign-up sheets, if used, to assist in figuring hours and cost.