

## 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. any monies spent from club treasury, scholarship or other money given, 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.