

Chairman _____

_____ Community Service Program Reported Under

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.