_____
Department 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; babysitting counts if you ask a member.)

Total Hours: _____
(Include hours to shop/prepare/plan event plus hours of attendance for each member.)

Total Mileage:
(Include all miles to shop/plan/and attend.)

Total Cost: _____
(Add profit, if any, plus expenses, plus estimated value of any donated items from members or outside sources.)

Profit: _____
(If applicable)

Describe Project:
Explain in detail how project was planned and carried out. Include any contact people or Organizations with phone numbers. (Use reverse side if necessary) For future reference, attach any sign-up sheets, flyers or letters as examples.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____