

# Department Year End Report

Please use this generic narrative report form to tell your story of your Units activities throughout the year.

Make as many copies as necessary and send to the appropriate Department Chairman.

A list of current Chairman and their address is attached.

Unit Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ District: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Who all participated in this function? Unit/Juniors/Post/SAL/Riders/Public? \_\_\_\_\_

How many total volunteer hours? \_\_\_\_\_

When and where did this take place? \_\_\_\_\_

What activity/program are you writing about/what happened?

[illegible]

**★ ★ PLEASE INCLUDE PICTURES OF YOUR ACTIVITY ★ ★**

**Due to Chairman by May 1<sup>st</sup>, 2016**