Community Service Program Reporting Sheet

Austintown Junior Women's League

Use this sheet as a guideline for recording everything your department does during the club year. Fill out as soon as the project or program is completed so that everything is still fresh in your thoughts. When reporting time comes in January, we can just work from the completed worksheets for all the information needed to write a full and accurate report. Make additional copies of this form as needed.

SERVICE AREA _____

PROJECT NAME _____

PROJECT DATE _____ TOTAL # CLUB MEMBERS INVOLVED _____

TOTAL # CLUB HOURS INVOLVED _____ TOTAL # OF RECIPIENTS _____

EXPENSE AMOUNT AND PURPOSE OF EXPENSE (FROM CLUB BUDGET) _____

CONTRIBUTIONS (IN-KIND DONATIONS SUCH AS FOOD, DECORATIONS, MATERIALS FROM CLUB MEMBERS OR OUTSIDE SOURCES) _____

**BRIEF DESCRIPTION OF PROJECT/PROGRAM _____

_____

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IF THIS WAS A FUNDRAISER –

MONEY RAISED _____ MONEY USED FOR EXPENSES _____

NET PROFIT/AMOUNT DONATED _____

NAME OR RECIPIENT(S)/ORGANIZATON(S)/PROJECT(S) OF MONEY RAISED _____

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**Give a brief but informative description of the project. Be sure to include why the project was selected and if the results were a success or failure. Please attach any club sign -up sheets and support materials used on the project (pictures, handouts, programs, etc). Include any publicity on the event such as contact, thank you letters, newsletter and newspaper articles, notices to other clubs or agencies. Submit all together in an envelope for filing purposes.