

Report Writing Worksheet

Circle one: Advocates for Children, Arts & Crafts & Writing, Education,
Project Conservation, Public Issues, Communication & Public
Relations, Home Life, International Outreach, Membership,
Leadership, Women's History (club & district)

Job Title: _____

Average number of Participants: _____

Hours spent for Project (beginning to end): _____

Money Spent from Club Treasury _____ Additional Money spent _____

Donations Received: Cash _____ Items value: _____ Quantity _____

Number of people/business who donated or helped: _____

Write the description of Project and the Outcome in Narrative form:
(Use additional pages if necessary.)

Suggestions for Future Planning: _____

Provide the Dean of Chairman with a copy of this worksheet for report writing. Thank you.