

Report Form for Board Meetings

Sample from St. Louis Section

Please submit your report one week prior to the Board meeting.

You may use this form as a guide. Email to _____. Your report will be placed in DropBox with the meeting agenda.

Department: _____

Month: _____ Vice-President: _____

Items/Projects/Events for this month:

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of volunteers engaged this month: _____

of individuals served this month: _____

Challenges you are facing on items/projects/events:

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Assistance you need from Board members, volunteers, and staff:

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Important dates to know:

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