

The Woman's Club of Loudoun, Inc.

Project / Program Report Form

(to be completed by chairperson)

Department/Committee: _____

1. Project or Program Title: _____ Date of Event: _____

2. Number of Participants _____

3. Hours Expended by all Participants

a. Transportation Time _____

b. Activity Hours: _____

c. Preparation Time _____

(including decoration and food)

4. Dollars Expended: \$ _____

5. In-Kind Donations: \$ _____

6. Project Narrative: (write a paragraph summary of topic, speaker, project, event or activity)

Signature: _____

Please return the completed form to the President and obtain new forms as needed. Use a separate sheet for each project or program.