

CLUB PROJECT WORKSHEET

This worksheet is an optional tool to capture data for Award Entries and the Annual CP&S Report

Community Service/Special Program: _____

Project Name: _____

Project Goals: _____

Planning Meeting

Date _____ #Participating: _____ x Number of Hours: _____ Total _____

Additional Meetings:

Date _____ #Participating: _____ x Number of Hours: _____ Total _____

Date _____ #Participating: _____ x Number of Hours: _____ Total _____

Date _____ #Participating: _____ x Number of Hours: _____ Total _____

Date _____ #Participating: _____ x Number of Hours: _____ Total _____

Event _____ #Participating: _____ x Number of Hours: _____ Total _____

Total _____

Community organizations/clubs involved: _____

Affiliate Organizations: _____

In Kind Donations: _____

Dollars Donated: _____

Dollars Raised (Fundraisers): _____

Publicity Prepared/Distributed: _____

Description of Project Activities and/or programs: _____

Impact of Project on Community/Club: _____

Tools and Ideas for recording details:

- # Participating: The number of club **members** participating.
- Volunteer Hours: Hours are the amount of time that members worked on club sponsored and approved projects and programs. This includes the time spent telephoning, running errands, writing letters, reports, etc. Travel time may be included, EXCEPT for travel time to and from regular club meetings.
- In Kind Donations: The monetary value for goods and services provided to project.
- Dollars Donated: The monetary amount given to projects and programs.
- Record your details as you go, it makes reporting and award entry easy!
- Have a "Award Writing Party". Invite Committee members and Chairman to sit down together and write reports and award entries. Make it fun and productive!