HEMET WOMAN'S CLUB

Monthly Activity Report

Name ______________________ **Month** ______________________

Project List Name of Club Project (refer to Volunteer Hours Guide on the back)
Activity The activity that describes the event or project.
Hours Report all personal volunteer hours given as a member of a project or club activity in a leadership role, i.e. Executive Board, District, CFWC, District. Note: The Project Chairman will submit the # of hours spent in project meetings.
$ In Kind - List the $ amount of out-of-pocket expenses incurred, i.e. gas, food provided is reported here.
$ Donated – Use this column for those items purchased and submitted to the club for reimbursement, i.e. printing, office supplies, etc.

Project	Activity	Hours	$ In Kind	$ Donated