

OWC REPORTING WORKSHEET

(Submit a worksheet on each project/program to Reports Chairman or Club President immediately following the project/program or twice a year at May & Dec. EC meeting)

Program or Committee:

Project/Program:

Date of Project/Program:

Number of Members & Non-members Participating:

Number of Hours of Members:

Gross Receipts:

Total Expenses:

Net Receipts (amount received after expenses deducted):

Estimated Value of Items Donated:

Other Community Groups Involved:

Publicity Prepared/Distributed:

Description of Project (major facts):

Impact of Project/Program on Community/Club:

Name of Person Submitting Report: