

# Club & Organization Monthly Activity Report

Student Activities Office

Parsons Union Building  
2016-2017

Lock Haven University

This form is used as an important assessment tool, and **MUST** be completed & returned to the Student Activities Office monthly.  
Please attach additional information as necessary.

Club/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Meetings and/or Practices:** *Indicate all Meetings & Practices*

Number of Meetings: \_\_\_\_\_ Average attendance: \_\_\_\_\_

Days: \_\_\_\_\_ Times: \_\_\_\_\_ Locations: \_\_\_\_\_

Number of Practices: \_\_\_\_\_ Average attendance: \_\_\_\_\_

Days: \_\_\_\_\_ Times: \_\_\_\_\_ Locations: \_\_\_\_\_

**Programs:** *List all Programs*

<i>Program Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

**Special Events:** *List all Special Events*

<i>Special Event Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

**Conferences:** *List all Conferences*

<i>Conference Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>
1	_____	_____	_____
2	_____	_____	_____

**Fundraisers:** *List all Fundraisers*

<i>Name of Fundraiser</i>	<i>Date &amp; Location</i>	<i>Club/Charity</i>	<i>Amount Raised</i>
1 _____			
2 _____			
3 _____			

**Performances:** *List all Performances*

<i>Performance Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			
6 _____			

**Competitions & Tournaments:** *List all Competitions & Tournaments*

<i>Competition/Tournament Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>	<i>Win/Loss</i>
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				

**Field Trips:** *List all Field Trips*

<i>Field Trip Name</i>	<i>Date &amp; Time</i>	<i>Location</i>	<i>Attendance</i>
1 _____			
2 _____			

**Community Service:** *List all Community Service Projects*

<i>Organization &amp; Type of Service</i>	<i>Date &amp; Location</i>	<i>Hours Served</i>	<i>Attendance</i>
1 _____			
2 _____			
3 _____			

**Publications:** *(Eagle Eye Only)*

Number of Publications Produced: \_\_\_\_\_ Number Printed: \_\_\_\_\_

Dates of Distribution: \_\_\_\_\_

**List Additional Club Accomplishments, Awards, Recognition &/or Special Notes of Interest:**