

# Club & Organization Monthly Activity Report

Student Activities Office

Parsons Union Building  
2018-2019

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 (Programming Organizations May Attach Sheet)*

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

**Special Events:** *List all Special Events (Programming Organizations May Attach Sheet)*

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

**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 including Club Membership Dues*

<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			

**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				

**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:**

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