

Club & Organization Monthly Activity Report

Student Activities Office

Parsons Union Building

Lock Haven University

2019-2020

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 & 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 & Time</i>	<i>Location</i>	<i>Attendance</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Conferences: *List all Conferences*

<i>Conference Name</i>	<i>Date & 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 & Location</i>	<i>Club/Charity</i>	<i>Amount Raised</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Performances: *List all Performances*

<i>Performance Name</i>	<i>Date & Time</i>	<i>Location</i>	<i>Attendance</i>
1			
2			
3			

Competitions & Tournaments: *List all Competitions & Tournaments*

<i>Competition/Tournament Name</i>	<i>Date & 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 & Time</i>	<i>Location</i>	<i>Attendance</i>
1			
2			

Community Service: *List all Community Service Projects*

<i>Organization & Type of Service</i>	<i>Date & 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:
