Department Year End Report

Please use this generic narrative report form to tell your story of your Units activities throughout the year.
Make as many copies as necessary and send to the appropriate Department Chairman.
A list of current Chairman and their address is attached.

Unit Name: _____ Unit #: _____ District: _____

Submitted by: _____ Title: _____

Phone: _____ Email: _____

Who all participated in this function? Unit/Juniors/Post/SAL/Riders/Public? _____

How many total volunteer hours? _____

When and where did this take place? _____

What activity/program are you writing about/what happened?

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★★ PLEASE INCLUDE PICTURES OF YOUR ACTIVITY ★★

Due to Chairman by May 1st, 2016