## **Monthly Club Report**

***You must attach meeting minutes to the back of this report to provide a more complete overview of your club’s monthly activities****.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | | | | | |
| **Name of Club:** | |  | | | | | **Acronym:** | | |
| **Submitted By:** | |  | | |  | | **Submitted on:** | | |
| **For the Month of:** | | |  | | | | | | |
|  | | | | | | | | | |
| **Name** | | | | **Position** | | **Phone** | | **Email** | |
|  | | | |  | |  | |  | |
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| **PART A: GENERAL OVERVIEW** | | | | | | | | | |
| **Give a brief overview of your challenges, accomplishments & anything you think the SA can help you with:** | | | | | | | | | |
|  | | | | | | | | | |
| **PART B: MEETINGS** | | | | | | | | | |
| **Please provide a detailed description of the meetings your club had during the month**. | | | | | | | | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date** | **Time** | **Location** | **# of Attendee’s** | **Purpose** | **Outcome** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | COMMENTS: | | | | | | |  |  |  |  |  |  | | | | | | | | |  |

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| **PART C: EVENTS** | | | | |
| **Please provide a detailed description of the events your club had during the month.** | | | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Date** | **Time** | **Location** | **# of Attendee’s** | **Outcome** | | |  |  |  |  |  | | |  |  |  |  |  | | |  |  |  |  |  | | | COMMENTS: | | | | | | |  |  |  |  |  |  | | | |  |
| **PART D: BUDGET** | | | | |
| Account Balance at beginning of the month: | | $ |  | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **REVENUE** | | **EXPENSES** | | | **ITEM** | **AMOUNT ($)** | **ITEM** | **AMOUNT ($)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL:** | $ 0.00 | **TOTAL:** | $ 0.00 | | COMMENTS: | | | | |  | | | | | | |  |
| **PART E: RECEIPTS** | | | | |
| Check to indicate attachment of **all original copies** of receipts from monthly expenses **(NOTE: keep a photocopy of each receipt for your own records)** and list the purpose of purchase for each item. | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | |  | **Reason for Expense** | **Receipt Source (i.e. Loblaws, Cineplex, etc.)** | **Amount** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  | **TOTAL** |  | | COMMENTS: | | | | |  | | | | | | |  |

