Activity Leader Annual Report Template

Please include the following information in your annual reports:

1) Activity Name

2) Activity Leader's Name

3) Meeting:

a. How often? (what day/time, length of meeting).

b. Where did you meet?

4) How many participants came regularly?

5) Any other information you think may be pertinent.

6) Also: suggestions on how to change or improve our services.

Please provide this information in a word document. All activity reports will be compiled and send to the FPC and made available to our membership.

Thank you for all you do to make Connections a success.

Please send the completed report to the president.