

COMPLETED PROJECT REPORT

Name of Project: _____

Name of Lodges/State: _____

Planning:

Number of Committee Meetings: _____ General: _____

Subcommittee: _____

Publicity and Promotion Used (Plus any photo/newspapers/other)

Dates of Project: From _____ To _____

Estimated Manhours: Elks _____ Others _____

Number of Committee Members _____

Number of Elks Participants _____

Number of Other Participants _____

Budget: Income Lodges/State _____

Income Other _____

TOTAL INCOME _____ Expenses _____

Final Summary: Briefly describe the project, explain what was done, give recommendations and comments, benefits to the Lodge and the community
Send all work sheets to Lodge Secretary.

This last work sheet should be used for end of the year report.

Project Chairman's Signature