



## CLUB/ORGANIZATION MONTHLY REPORT

(Report is due to Student Engagement Office last Friday of each month)

Club/Organization Name: \_\_\_\_\_ Report for Month of: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Co-Advisor Name (if applicable): \_\_\_\_\_

Meeting Day of the week \_\_\_\_\_ Time \_\_\_\_\_ ☐ am ☐ pm Location: \_\_\_\_\_

How many members does your respective club currently have?

What activities has your Club/Organization coordinated this month? Explain below. (input **N/A** if not applicable)

### Activity 1

Brief Description:

Date of Activity or Event:

Target Audience:

Total Cost: \$

Total number of participants/attendees:

If Activity was a Fundraiser, how much money was raised:

### Activity 2

Brief Description:

Date of Activity or Event:

Target Audience:

Total Cost: \$

Total number of participants/attendees:

If Activity was a Fundraiser, how much money was raised:

**If more than 2 Activities this month, please attach separate document. Also attach Meeting Minutes.**

Has your respective Club/Organization collaborated with any other Clubs/Organizations, Departments, Community Organizations, etc.? Please explain any collaborations or partnerships this month.

Any other relevant information you would like to convey about your Clubs/Organizations efforts this month?

Name of person completing report:

Club/Organization Position: