**Narrative Cover Sheet**  year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mark One)

Club Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ over/under 5000(circle one)

District\_\_\_\_\_\_\_\_\_\_\_\_ Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_

Member-at Large\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Service Program / Special Projects / President’s Projects circle one above

Name of Program/Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Projects\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollars Donated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value of In-Kind Donations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Club Members Participating \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the club network with another organization? Yes / No if yes

Name of organization and number of participants

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions for reporting: Make sure the projects are in the correct Program. Clubs may submit reports by email or regular mail.

**Narrative Form is Mandatory** use as a cover sheet for each specific Community Service Program, even if you do not write a narrative. The statistics are needed by your Club President.

Your narrative should be the **5 W’s and how.** You should write a paragraph for each project you do in the Community Service Program.

1 copy /Club President-- 2 / State Vice President--1 /District President = **4 copies total**