



QUARTERLY REPORT – DATE

(Report should be font size 12 and Calibri or Ariel)

(Portrait Layout Word Document - .doc or .docx ONLY – NO PDF)

(Photos should be limited to no more than 10)

(Maximum of 2 pages)

1. Introduction:

(A few sentences)

2. Membership:

(Summarised to include – member, pipeliner, resignation, etc numbers) (It is not necessary to include portfolios in every report but this is helpful in the first report)

3. Summary Feedback:

(Include the following.....) ☐ Community Events / Projects ☐ Fundraisers ☐ Raids / Side-by-Side (all organisations)

4. Dates to Diarise - Upcoming Events / Projects / Fundraisers:

5. Financial Report

(Bank balance and Cash on Hand) (Financial statements should be sent with the report)

6. Closure:

(Brief ending with anything last thoughts)

I hereby move my report for adoption.

NAME & PORTFOLIO