

R & R Project Summary

Remember to include any articles from the paper, fliers from the project and financial summary.

Project Name:

Programming Area:

Date & Time:

Location:

Chairperson(s):

Budget/Cost:

Money collected:

Money donated:

Members who worked:

Total hours worked:

Contacts & Phone #'s:

Supplies used:

Purchased items:

Remaining items:

Summary/Recommendations:

Give complete copy to R&R LPM and email summary only to LPM for programming area for quarterly report.