

STMA Women of Today Report Form

- Submit one copy to Local Program Manager (LPM)
- Submit one copy to Secretary

Project Information

Project Name:	
LPM Area(s):	

Report Submitted Date:	
Activity Date:	

Chair/Co-Chair:		Total Hours* worked by Chair:	
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Number of Members Worked:		Total Hours* worked by Members and Non-Members:	
Number of Non-Members Worked:			
Total Number Worked:		Total Hours* worked (including Chair):	

*Total Hours should include time anyone spent working on the project. Includes committee work, planning meetings, set-up, take down, actual project time, and final reports

Amount Spent:		Amount Raised:	
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*If monies would be better displayed with additional details, the table above can be expanded to fit project needs.

Project Summary

Recap the project and include anything that might help future chairs. Detail should include

- Contacts & Phone Numbers, Email Addresses
- Supplies used
- Purchased items
- Remaining items
- Quantities
- Recommendations
- Guest Details