



## 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