

**Miami Norland Senior High School
Monthly Club Activity Report**

Club Name _____ **Month, Year** _____

In order to substantiate being an effective club, each club sponsor/president must submit a monthly report of the activities and services that have been completed during the month. This form must be turned in to the Activities Director and will be kept on file for school reports and/or club audits. Any club that does not adhere to this requirement may be suspended from operating until the necessary reports have been submitted. Please attach a copy of the minutes/notes from monthly meetings. You may attach additional sheets if needed.

Scheduled Meeting each month _____

- 1. How many meetings did the group have this month? _____**

Dates(s) of meetings	Number of Members Present

- 2. List below any school service activities in which the group participated. List the number of students involved in each activity and the amount of time spent completing them.**

- 3. List below any community service activities or donations made (monetary or items) in which the group participates. List the number of students involved in each activity and the amount of time spent completing them.**

- 4. List below any other activity in which the group participated and which should be considered as part of this report. Remember, if it is important enough to do, it is important enough to be included in this report.**

Submitted by _____ **Title** _____