

Project Paragraph Skeleton

Project name or Event name _____

Describe the activity _____

Who was involved? The Club, another organization? _____

When was the activity? _____

Why was the activity planned? _____

Was the activity successful? Why, or Why not? _____

How much treasury money was spent? _____

How much money was donated from outside the treasury? _____

How much in kind donation was recorded? _____

Each of these items represents the bones of a paragraph. With a little more descriptive meat added regarding the project/event, you have successfully written a project paragraph for reporting.

If your chairman for the event takes time to fill in the lines right after the project/event, you are on your way to getting ready to report about the project ahead of reporting time.

Keep the skeletons all together until time to write the paragraphs for Club reports.