

Questions for Monthly Reports

1. Post Name and Charter Number
2. Number of registered members and advisors
3. Number of executive meetings held?
4. Number of general meetings held?
5. Please describe in detail the activities that took place during your meeting(s).

What to include here?

- ✓ Tell us about any mixers you played
- ✓ Tell us about an education you may have held (more details can be told in Question 10)
- ✓ Tell us about a community project you may have held during this meeting (more details can be said in Question 8)
- ✓ Tell us any other fun facts such as how many new members attended or anything you'd like to share with us! Please be as detailed as possible.

6. How many community or school based projects has your post participated in during the month?
7. Please describe the details of your event(s).
8. Please describe in detail the impact that your project(s) have had on your community or school.

What to include here?

- ✓ Tell us all about your community/school projects you hosted this month.
- ✓ Please include how many members were in attendance.
- ✓ Please include how many hours were spent on each activity (Ex. 2-hour food drive).
- ✓ If the event took place over a period of time such as a clothing drive for 2 weeks, please include this and explain how it was run.
- ✓ Please provide details on the *impact* and *benefit* of this project to the community/school.
- ✓ Who was impacted specifically (The community, a specific organization, etc.)?
- ✓ How did the members benefit from this project? Please be as detailed as possible.

9. How many education sessions has your post participated in this month?
10. Please describe in detail what your post learned from your education session(s)?

Questions for Monthly Reports

What to include here?

- ✓ Please include details around the education session(s) held.
- ✓ What did the youth learn from this session? (I.e. New topic or skill)
- ✓ Was a practical skill learned (Ex. Cooking) or was it more informational (Ex. RNC)?

11. If applicable, please provide details on how your education session(s) focussed on issues facing youth today.

- ✓ This question will be directly correlated with the Hammond Award.
- ✓ Please share how your education session was directly related to issues facing youth today

12. If applicable, please describe in detail how your education session(s) promoted positive lifestyles for youth.

- ✓ This question will be directly correlated with the Dawe Award.
- ✓ Please share how your education session was directly related to positive lifestyles

13. Has your Post participated in any other social events or activities? Please provide details.

14. Has your Post been experiencing any problems, or have any questions which you need advice?

15. What are you planning to complete this month?

16. How many volunteer hours has your Post completed this month?

- ✓ Very important! Please let us know how many people volunteered at your event, then multiply it by how many hours per person. This will include general meetings, executive meetings, community/school projects, and education sessions.
- ✓ Example: If your Post held a meeting for 2 hours and had 20 people, it would 40 hours (20 people x 2 hours = 40 hours)

17. Have you submitted all Membership Forms and Fees to the Provincial Office?