

Staffer Name: _____

Club/Organization: _____

Initial Report

Organization Information

Formal Name: _____

Abbreviated Name: _____

Total number of members: _____

Sponsor & Club Officer Information

Sponsor: _____	Room # _____	Email Address _____
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President: _____	Phone # _____	Email Address _____
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Vice President: _____	Phone # _____	Email Address _____
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Treasurer: _____	Phone # _____	Email Address _____
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Secretary: _____	Phone # _____	Email Address _____
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Historian: _____	Phone # _____	Email Address _____
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Other: _____	Phone # _____	Email Address _____
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Other: _____	Phone # _____	Email Address _____
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General Information:

Meeting Frequency: _____ Time: _____ Location: _____

Most important events/projects planned for this year: _____

Significant changes this year: _____

Planned competitions or conventions - local, regional, state or national: _____

Additional information or comments: _____

This newspaper representative, _____, has introduced herself/himself as such and I am aware that she/he will be checking in with me every other week to gather information about the club, including upcoming events like fundraisers, service projects, inductions, etc and will attend club meetings and functions in his/her capacity as a beat reporter.

Sponsor's Signature: _____

Sponsor's Name (Please Print): _____

Staffer Name: _____

Club/Organization: _____

Week: _____

Regular Report

Recent Events:

What fundraisers, activities, or service projects have your students been involved with the last 2 weeks? _____

How did your club members, the students body and/or the community react to your event? _____

Upcoming Events:

Upcoming fundraisers (include dates, times and locations): _____

Upcoming activities (not service projects, include dates, times and locations): _____

Upcoming service projects (include dates, times and locations): _____

Other Information:

Awards or honors won by members recently: _____

Notable facts for this year so far, record membership, new activities, achievements, etc.: _____

Additional information or comments _____

Sponsor's Signature: _____

Sponsor's Name (Please Print): _____