

# Project, Committee & Council Member Progress Report Form

Try to complete this form by the second week of each month. You are reporting your activities for preceding month. For example, if today is May 12, you are reporting for all of April.

It is preferred to complete digitally using the following link

<https://forms.gle/f4ms5roR8AajVpbU9>

Otherwise, please email to [wpwilddrivers@wpwa.org](mailto:wpwilddrivers@wpwa.org)

\* Required

## Respondent

Name \*

Your answer

I am reporting for the month of \*

I Want To: \*

- Complete (Or Review My Responses) On An Individual Council Member Form
- Complete (Or Review My Responses) As a Project Lead
- Complete (Or Review My Responses) As a Committee Chair

## Individual Report

What Town or Organization Do You Represent?

Individual Report: Briefly, What Issues Are You Working On With Your Town?

Your answer

Individual Report: Volunteer Hours Worked on Non-Funded Projects For Your Town

Your answer

Individual Report: What Committees Do You Serve On (check all that apply)?

- Bylaws
- Advisory
- Projects
- Information & Education
- Executive
- None

Individual Report: Total Volunteer Hours Worked on Committee Duties NOT Including Committee Meetings

Your answer

What Projects Are You Working On (check all that apply)?

- Briggs Park
- Big River Cleanup
- Native Plants
- Art World
- ORV Paddles
- Three-town Kayak Trail
- Water Quality
- River Clearing
- Youth Adventure
- None
- Other (please explain in Misc Notes)

Individual Report: Total Volunteer Hours Worked on the Project

Your answer

Individual Report: Misc. Notes - Anything Else to Report

Your answer

**NEXT - I Want To:**

- Review my Reporting Month
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- Complete (Or Review My Responses) As a Committee Chair
- Finish and Submit My Form

## Project Lead Report

What Project Are You Leading (name one)

Project Lead Report: What Was Accomplished This Month?

Your answer

Project Lead Report: What Obstacles Did You Face This Month?

Your answer

Project Lead Report: Volunteer Hours Spent Implementing the Project This Month

Your answer

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## Committee Chair Report

Committee Chair Report: What Committee Do You Chair?

Chair Report: How Many Hours Have You, as Chair, Spent Doing Committee Work Outside of Meetings

Your answer

Chair Report: How Many Hours Have You AND Your Committee Members Spent in Scheduled Meetings (calculated as # of attendees x hours in meeting x meetings last month)?

Your answer

Optional: What Has Your Committee Accomplished This Month?

Your answer

Optional: Has Your Committee Hit Significant Obstacles This Month (Briefly Describe)?

Your answer

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- Complete (Or Review My Responses) As a Committee Chair
- Finish and Submit My Form