

# Monthly Club Report Form

Once you have completed the Monthly Report Form, please save the document as '*Club Name - Month Report*' for example: "Fun Club - September Report" and e-mail it to the Director of Clubs at your respective campus.

[sacclubs-wc@niagaracollege.ca](mailto:sacclubs-wc@niagaracollege.ca) (Welland)

[sacclubs-nl@niagaracollege.ca](mailto:sacclubs-nl@niagaracollege.ca) (Niagara-on-the-Lake)

Club Name

Contact Name

Please select reporting month

Number of Active Club Members

Did your club have a meeting this month?

Yes

No

If yes, what was the date of your meeting? mm/dd/yyyy

If yes, how many members attended?

Is your club planning an event or activity?

If yes, what kind of event or activity if your club planning?

Yes

No

If you stated 'other' in previous question.

Have you checked your club budget to confirm you have enough money remaining to successfully plan your event or activity?

Yes

No

Have you/will you be submitted any receipts this month?

Yes

No

If yes, what is the approximate dollar amount?

Has your club set any goals for this month?

Yes

No

If yes, please describe.

Have there been any changes to the club's operations? i.e. President, Vice President, Secretary Treasurer?

Yes

No

If yes, please describe.

Did NCSAC book a meeting space for you this month?

Yes

No

If yes, what meeting room was it?

If yes, did the meeting room fit your requirements?

Yes

No

Is there anything else you would like to share?

Would you like the Director of Clubs to contact you to set up a meeting?

Yes

No