

Project Leaders:

Please include a short summary of your project each month (submit to Glenn, & Lydia via e-mail).

This will keep everyone informed of the current status of each project in detail.

A report needs to be made even if there was no activity.

This information will be included with each month's minutes, and financial report.

- ✓ Activity since last monthly report.
- ✓ Proposed activity for going forward.
- ✓ Income and expenses since last month (including 'in-kind').
- ✓ Proposed income and expenses going forward.
- ✓ Balance on hand