Monthly Report Form

The **Secretary** completes and submits to the Youth Leadership Association by the 7th of the following month via mail to:

Youth Leadership Association, 3309 Horseshoe Run Road, Parsons, WV 26287 or

Email: teresa@ylaleads.org

Go to Programs/YLA Community Chapters/ Click Secretary Report Online Submission

Chapter Name: _____ For month of: _____

School: _____ Date: _____

Secretary: _____ Advisor's Signature: _____

Sect. Home Phone: _____ Cell Phone: _____

Sect. Email: _____

Activities This Month

Community Service Projects					
Volunteer Service Project	Purpose	# Members who helped	x # of hours of service	=	Total Vol. hours

School Service Projects					
Volunteer Service Project	Purpose	# Members who helped	x # of hours of service	=	Total Vol. hours

Meeting Program Topics		
Date	Topic	Presenter

Training Activities to help Members Carryout Purpose	
Activities	# of Members Involved

EXTENDING YLA

- **YLA Extension -** provides funds to support YLA, Y/G, UN, Fall Conference, and YLA Leadership Summits.
  - **Yes ( ) No ( ) Amount _____**
- Project Horseshoe - supplies/materials or a monetary gift given.
  - **Yes ( ) No ( ) Amount _____ and/or Supplies _____**
- Cave Lake - supplies/materials or a monetary gift given.
  - **Yes ( ) No ( ) Amount _____ and/or Supplies _____**
- Organized a new YLA - Officers' and Advisors' names must be sent to the

PUBLICITY (CHECK BOX AND ATTACH COPY)

- ☐ **Radio**
- ☐ **Spot**
- ☐ **Newspaper**
- ☐ **Articles**
- ☐ **Bulletin**
- ☐ **Board School**
- ☐ **Newspaper**
- ☐ **Special Promotion (i.e. Youth Leadership Week)**

Social Activities	
Activity	# Members Involved

Fundraising	
Activity	# Members Involved

Conferences Attended (check box and enter number involved)		
	Program	#
	Fall Conference	
	Make a Difference Day	
	8th Grade - YGS	
	Model United Nations	
	YG Bill/ Case Rating	
	OH YG Youth in Government	
	WV YG Youth in Government	
	Entrepreneurship Summit- Horseshoe	
	Leadership Summit- Horseshoe	

We are here to help!
List ways the YLA staff may assist you. (Ideas, communication, fundraising, project possibilities, leadership training, etc.)

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YOUTH LEADERSHIP ASSOCIATION