

Monthly Club Report Checklist

All Active Clubs at Ohlone are required to submit a written monthly report, based on this checklist. It is due to the ICC Chair at the time of the report. Failure to submit the written report at the meeting may result in penalties, including money request suspension.

What has your club done in the past month? Please include title or description, date/times, numbers of participants, etc.

Club Meeting(s)
Activity/Event(s) for Club Members
Activity/Event(s) for all students
Fundraiser(s)

What are you planning to do in the next month? Please include title or description and date/times.

Club Meeting(s)
Activity/Event(s) for Club Members
Activity/Event(s) for all students
Fundraiser(s)

What are topics you have covered in your club meetings this past month (for example: meetings, events, ICC, fundraisers, campus issues)?

What is the balance of your budget?

What is your income this past month (list date of deposit and why you have income)?
What were your expenses (list dates and why you spent money)?

The number of your club's ACTIVE members (attend and/or participate in meetings and/or events regularly).

Attach a roster of student names – active and not-so-active.