



## Sample Final Report

Project title: \_\_\_\_\_ Project date: \_\_\_\_\_

Volunteer Leader: \_\_\_\_\_

Organization/Community served: \_\_\_\_\_

Project location: \_\_\_\_\_

\_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total length of time at project: \_\_\_\_\_

Actual Outcome/Result/Benefit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quotes from agency/community/volunteers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Number of Volunteers: \_\_\_\_\_ Hours of Community Service: \_\_\_\_\_

Hours of prep time: \_\_\_\_\_

Total number of hours donated to community: \_\_\_\_\_

Total monetary value of service given to community (e.g., Independent Sector rated the value of a volunteer hour in 2010 as \$21.36): \_\_\_\_\_

Total monetary value of in-kind: \_\_\_\_\_

Total monetary value of the project: \_\_\_\_\_

Attachments: Photos from Event, Volunteer Sign In Sheet(s), Project Evaluations