

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, P.O. Box 239, Pt. Pleasant, WV 25550 or email to
 YLA@yla-youthleadership.org

Can also be submitted electronically through our website:

YLA-youthleadership.org

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

Group Name: _____ For the month of: _____

School: _____ Date: _____

Secretary: _____ Advisor's Signature: _____

Sect. Home Phone: _____ Cell Phone: _____

Sect. Email: _____

Activities This Month

I. Community Service projects

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

II. School Service projects

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

III. Meeting program topics

Date	Topic	Presenter

IV. Training activities to help members carry out purpose.

Activities	# Members Involved

OVER

V. EXTENDING YLA

- YLA Extension – provides funds to support YLA, Y/G, UN, Fall Conference and YLA Leadership Summits.
Amount _____
- Project Horseshoe – Supplies/materials or a monetary gift given.
Amount _____ and/or Supplies _____
- Cave Lake – Supplies/materials or a monetary gift given.
Amount _____ and/or Supplies _____
- Organized a new YLA – Officers’ and Advisors’ names must be sent to the YLA Leadership Center for follow-up.



VI. PUBLICITY (CHECK BOX AND ATTACH COPY)

Radio or TV Spot	<input type="checkbox"/>
Newspaper Articles	<input type="checkbox"/>
Bulletin Board	<input type="checkbox"/>
School Newspaper	<input type="checkbox"/>
Special promotion (i.e. Youth Leadership Week)	<input type="checkbox"/>



ENCLOSE COPIES OF PUBLICITY / PICTURES WITH THIS REPORT.

VIII. Social Activities

Activity	# Members Involved

IX. Fundraising

Activity	# Members Involved



IX. CONFERENCES ATTENDED (CHECK BOX AND ENTER # INVOLVED)

- Fall Conference
- Make a Difference Day – Cave Lake
- 8th Grade - YGS
- United Nations
- YG Bill/Case Rating
- OH Youth in Government
- WV Youth in Government
- Entrepreneurship Summit - Horseshoe
- Sr. or Jr. Leadership Summits - Horseshoe



We are here to help!

List ways the YLA staff may assist you. (ideas, communication, fund raising, project possibilities, leadership training, etc.)

MAIL YOUR REPORT TO:
YOUTH LEADERSHIP ASSOCIATION
P.O. BOX 239
PT. PLEASANT, WV 25550
 or EMAIL to: Yla@yla-youthleadership.org

