

## project description form

### COMPLETE ONE FORM FOR EACH PROJECT

(Don't forget to email 2-5 of your best pictures from all projects completed throughout the month.)

1. **School:**
  
2. **Organization/Class/Individuals in charge of project:**
  
3. **Project start and finish dates:**
  
4. **Agency served and/or need addressed:**
  
5. **Add total hours spent planning and total hours spent implementing to get your overall hours spent on the project \_\_\_\_\_**

Number of students <i>planning</i> project	<b>X</b>	Number of hours spent planning	<b>=</b>	Total number of hours spent planning
Number of students <i>participating</i> project	<b>X</b>	Number of hours students participated	<b>=</b>	Total number of hours spent implementing

6. **Amount of money raised and its use (if applicable):**
  
7. **Items donated (if applicable):**
  
8. **Briefly describe your service project. What activities were involved?**

.....