

Note: The programs and sections of this template will be different based on your organization. Work with your supervisor to determine what needs to be on your Board Report.

Make a copy of this document in order to have your own editable document.

[Staff Name]
[Position]
[Reporting Period Dates]

Programmatic Updates

1. Any quantitative changes, statistics, updates.
 - a. Accomplishments
 - b. Challenges
2. Highlights from programming
 - a. Highlight 1
 - b. Highlight 2
 - c. Highlight 3
3. Any other programmatic changes or information the board should be aware of?
 - a. X
 - b. Y
 - c. Z

Awareness/Community Engagement Updates

1. Updates on community engagement or awareness efforts during this time.
2. Outputs and outcomes from community engagement.

Collaborations with Allied Organizations

1. Organization and update
2. Organization and update

Project Updates

1. Project Name
 - a. Status & highlights
2. Project Name
 - a. Status & highlights
3. Project Name
 - a. Status & highlights
4. Project Name
 - a. Status & highlights
5. Special Events



Financial

1. Grant Updates
 - a. Application in process
 - b. Applied
 - c. Upcoming Prospective Grant Opportunities:
2. Fundraising
 - a. Updates and highlights
3. Budgeting
 - a. Any budgeting concerns for board to be aware of
 - b. Any budgeting reallocation needsfor the board to have in mind moving forward

Professional Development *Attended* During This Period:

1. X
2. Y
3. Z

Webinars/Trainings *Provided* During This Period:

1. X
2. Y
3. Z

I would like to request training/support in the coming quarter on the following topics, needs, or projects:

1. X
2. Y
3. Z