

Should be completed by Host Site Supervisor.

Host Site:

Date of Submission:

Supervisor Name:

Data Report *(Please enter the data concerning NEW clients during this reporting period only)*

Number of Support Services:

Number of New Clients:

Number of Clients Who Secured Employment:

Number of Clients Who Improved Job Readiness:

Number of Volunteers Utilized:

Narrative Report *(Please leave out client name to protect privacy)*

Tell us about a new client who came to your site this month:

Who are they? What were they looking for? How did you help them?

Tell us about a client who secured employment or improved job readiness skills this month:

How did that happen?

Tell us about a volunteer who impacted your site this month:

Who are they? How did they help at your site? How did they learn about your program?

Success Story:

Share a success or favorite project of the site.

Were there any new partnerships? Successful events? Member growth?