

# Hunt County Monthly Reporting Event/Project Details



Event/Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Event Hours: \_\_\_\_\_

\_\_\_\_\_ Sign-In Sheet Attached (*required*)

\_\_\_\_\_ Agenda Attached (*if applicable*)

\_\_\_\_\_ Minutes/Notes Attached (*if applicable*)

Program Description: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Planning Group \_\_\_\_\_ Educational Method

\_\_\_\_\_ Interpretation \_\_\_\_\_ Plan Support

Program Lead: \_\_\_\_\_ Agent \_\_\_\_\_ Program Assistant

\_\_\_\_\_ Volunteer(s)

Total # Attendees: \_\_\_\_\_

Attendance # Details:

\_\_\_\_\_ Adult \_\_\_\_\_ Male

\_\_\_\_\_ Youth \_\_\_\_\_ Female

\_\_\_\_\_ Asian \_\_\_\_\_ Black \_\_\_\_\_ Other

\_\_\_\_\_ Hispanic \_\_\_\_\_ White

Materials Distributed: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Event/Project Leader: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Hunt County Extension Office Sign In Sheet



Event/Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign in:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_