***The Boys & Girls Club of Springfield-Sertoma Unit***

***Weekly Reporting Form***

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| Week Ending: | Report Prepared By: |
| Unit: | Program Area: | Date:  |
| Program Highlight:(Use this space to highlight a program you ran this week and why it is important) | Success Story from Your Area:(Use this space to speak about a success that happened in your area this week) |
| Member of the Week Nominee 1:(Use this space to recognize a member in your area that was a superstar this week) | Member of the Week Nominee 2:(Use this space to recognize a member in your area that was a superstar this week) |
| Major Concerns:(Use this space to highlight any major concerns you have that can be addressed at next week’s staff meeting. Be specific.) |

***These forms must be returned to Ms. Amber at the beginning of Staff Meeting every Tuesday.***

***Failure to do so will result in a write-up.***