***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.***