MONTHLY ACTIVITY REPORT

NAME:

Beginning Date (day after last monthly meeting):
Ending Date (day of current monthly meeting):

Date	Description	Representational	Political	Administration	Contributions	General	Total
	TOTALS						

1) Representational: Grievances, local negotiations, steward meetings/natl-state training, collective bargaining, arbitration, internal organizing, new member sign-up
2) Political Activities & Lobbying: COLCPE, Get-Out-the-Vote, voter education, polling, precinct walking, telephone/letter-writing campaigns, phone banking
3) Administrative: Membership/executive board meetings, national/state assn meetings-conventions, Mail Call, nominations/election of officers, member education
4) Contributions: Charitable work, Food Drive, MDA Fund Raisers, Mikita Scholarship, community development, disaster relief, Branch Picnic
5) General Overhead: Includes all direct and indirect disbursements that CANNOT be placed in any of the other four categories