**DISTRICT 7 STAFF - MONTHLY REPORT**

Monthly reports are submitted in JAN, FEB, APR, MAY, JUL, AUG, OCT, NOV

NAME: POSITION:

REPORT FOR MONTH OF:

OPPORTUNITIES

Positive achievements and happenings; Bullet points should include enough information, so everyone understands

CHALLENGES

Disappointments; obstacles, delays. Failures; what is not working

SUMMARY

½ Page overview. Text summary; opinion(s) on how things are going and the “whys”