**DISTRICT 7 STAFF** - **QUARTERLY REPORT**

Quarterly reports (summarizing previous three months) are submitted in MAR, JUN, SEP, DEC

NAME: POSITION:

**INSTRUCTIONS:**

1. Current Progress Relative to D7 Operations Plan and any additional set and written goals and action plans.

State the goal from D7 Operations Plan that you are addressing and what actions have been taken to help achieve it this quarter. Also state any other goals that you have developed and report on the progress to achievement. Goals and action plans developed for this year: at least two goals (SMART) and action plans (action steps with person accountable, and timetable) that you are working toward.

2. Program/Department activities, events, projects, performance

Include recruitment and retention accomplishments (training, certifications, re-certs, events, new methods of engaging PV members, etc.)

Include best practices along with new and unusual activities.

Include significant accomplishments and results, and mission-related activities.

No need to send the maintenance, repetitive or typical ones.

3. Next Quarter’s Plans and Milestones

Event, date, brief description, audience, anticipated results