



Volunteer Event Reporting Form

Instructions: Please bring a copy to every event. Fill out and report info to Keith at CCAN (keith@chesapeakeclimate.org) within one day of the event. Use as cover-sheet when delivering letters/petitions from events to CCAN. Include contact info for any potential new volunteers you meet in the notes section.

Event: _____

Location: _____

Date: _____ Time: (e.g. 10am – 12) _____

Activity (e.g. Letters, Post-cards) _____

Goal: (e.g. Collect 20 Letters) _____

Actual: (e.g. 25 Letters collected) _____

Attendees (Volunteer Team):

Name

Email

Phone

Notes (e.g. contact info for potential volunteers):