

Per District 141 Operation Policy, item 15, all Directors and Coordinators of District 141 must complete a weekly report of daily activities. Other officers and appointees must use this form as required. Please provide your name, position (Director, Coordinator, etc.), Department, relevant dates and daily activity log.

NAME: _____

POSITION: _____ DEPARTMENT: _____

WEEK ENDING:

This form must be completed in its entirety, and your daily activites reported below.

SUNDAY	
DATE:	
MONDAY	
DATE:	
TUESDAY	
DATE:	
WEDNESDAY	
DATE:	
THURSDAY	
DATE:	
FRIDAY	
DATE:	
SATURDAY	
DATE:	

SIGNATURE:

ADDRESS: