

XAVIER UNIVERSITY
Insert STUDENT ORGANIZATION NAME or COMMITTEE NAME
MID YEAR or YEAR END REPORT
Insert Date

Mission Statement:

Total # Members:

Total Annual Budget:

Total Funds Raised During Semester:

Funds Raised for: _____ Organization Amount:
(check all that apply) _____ Charity Amount:
 _____ Other Amount:

PROGRESS ON ANNUAL GOALS

1. List Each Goal Separately

- Bullet Items Describing Progress toward Completion of Goals To Date
- Bullet points should contain no more than 3 sentences of average length (approximately 20 words per sentence and/or 60 words per bullet point).

2. Include Every Goal

- If no progress is made on a goal at the time of the report then after the bullet write no progress at this time

SIGNIFICANT ACCOMPLISHMENTS OR OUTCOMES

This section should contain no more than the (3 @ Mid Year; 6 total @ Year End) most significant accomplishments and outcomes made by your organization or committee this semester. These may or may not relate back to your goals.

There should be a bullet point for each accomplishment.

Bullet points should contain no more than 3 sentences of average length (approximately 20 words per sentence and/or 60 words per bullet point).

PROGRAMS/EVENTS LIST & SUMMARY

This section should include a listing of:

- programs and events sponsored by your organization or committee (ex: justice related awareness campaign, dance, community action day, card night, etc.)
- training sessions or retreat held for your membership
- special conferences/retreats attended by members of your organization
- assessment initiatives
- fundraising projects
- dates/time (be sure to include beginning and end time), location, committee responsible, approximate attendance and estimated expenses for the program

PROGRAMS/EVENTS LISTING

Date/Time <i>(start & end time)</i>	Program/Event/Initiative Title	Location	Committee Responsible	Approx. Attendance	Est. Expenses

PROGRAMS/EVENTS SUMMARY

TOTAL Number of Programs/Events Offered to/for XU Students:	
TOTAL Number of Programs/Events for Org. Members:	

SERVICE/JUSTICE EVENT PARTICIPATION LIST & SUMMARY

This section should include a listing of:

- service or justice projects your organization members participated in “as a group”
- service or justice programs your organization sponsored to the campus community that are listed in the previous section
- Program Type Service (S) = direct service and community engagement – not always, but most likely happening off-campus (Ex: Community Action Day, Habitat for Humanity Build, club service project, or club continuing service project like tutoring or volunteer tax preparation).
- Program Type Justice (J) = raising awareness, education and capacity building (Ex: Safe Zone Training, bringing a speaker to campus, ConneXions, Shantytown Workshops, and education sessions).

SERVICE/JUSTICE PARTICIPATION LISTING

Date/Time	Service Project Name	Program Type Service (S) or Justice (J)	Location & Service Agency	Approx. Attendance	Hours of Project	Attendance x Hours = Total Service Provided

SERVICE/JUSTICE PARTICIPATION SUMMARY

# Service/Justice Projects Participated in as an Organization:	
# Service/Justice Projects Sponsored by your Organization to the Campus Community:	
TOTAL # HOURS OF SERVICE/JUSTICE (Add final column totals from Service/Justice Participation Listing) provided by Organization :	