

SERVICE UNIT MEETING REPORT
(Return to your Membership Specialist)

SERVICE UNIT NAME:

SERVICE UNIT NUMBER:

MEETING INFORMATION

Location:

Date:

Time (start/end time):

Led by:

Position:

ATTENDANCE (attach sign-in sheet)

Number of Adults:

Number of Girls:

TREASURERS REPORT

Previous Balance:

Current Balance:

Discussion:

MEMBERSHIP REPORT

Adults Available:

Adult Goal:

Current Adult Number:

Girls Available:

Girl Goal:

Current Girl Number:

Recruitments Scheduled:

Recruitments Held:

Discussion:

PROGRAM PLANNING

Programs Planned:

Programs Held:

Recognitions:

Discussion:

PRODUCT SALES

Fall Sales Goal:

Fall Actual:

Cookie Sale Goal:

Cookie Actual:

Discussion:

TOPICS DISCUSSED

ACTIONS TAKEN

Minutes Submitted by:

Date: