

Quarterly Business Report:

Chapter _____

Name / Position of Officer Submitting Report _____

January 1 Membership _____ Current Membership _____

Please use the following template to provide a quarterly evaluation:

Section I: Please evaluate your chapter's progress toward achieving the goals set forth at the beginning of the year. Include results achieved and any corrective action or revisions you will apply to your plan.

Section II: Briefly list your chapter's major initiatives/projects next quarter.

Section III: List any opportunities or challenges you would like to see the Virginia Jaycees take a more active role on regarding the services it provides your chapter.