

STUDENT NAME

Monthly Report

MONTH, QUARTER & YEAR

Student Environmental Center OR Education for Sustainable Living Program

Job title

- **List each week/month in the quarter**
- **Describe Tasks Accomplished (based on V/A plan and any other work completed)**
- **Give a clear and detailed description of work completed each month (i.e. specific outcomes, challenges and successes)**
- **Describe the leadership skills you practiced to complete the task.**

Example

Week 1: 9/27/12-10/2/12

- Task: Attended General Gathering
 - Description (specific outcomes, challenges and successes): Became oriented with SEC campaigns and outreached for an intern.
- Task: Fiscal Meeting with Joyce
 - Description: Discussed fiscal plans with Joyce for my upcoming event. Clarified SOAR policy questions.
- Skills Gained/Practiced: Practiced public speaking, networking, outreach, and collaboration

Fall: Part of September, October, November, and December

Winter: January, February, March

Spring: April, May, June

Summer: July, August, part of September