



FORMAT OF REPORT AND REPORTING SCHEDULE

Format for Installation Ceremony Report

- Name of the Club
- Date
- Chief Guest or Installing Officer
- Number of new Members inducted
- Projects undertaken (if any) in brief(20 words):.....

Send only two photographs of installation with this report

Format for Activities Report

- Inner Wheel Club of
- Name of the President.....
- Name of the Secretary.....

Sl. No.	Date/ Month	Heading	Description of Project	Goal behind the project	No. of club members present	People benefitted	Total Expenses (Rs.)	Fund Raised through it(if any) Rs.

REPORTING SCHEDULE

Reports and Details	To be sent by the following date	To be sent to the following persons
First Report Details of Installation & Plantation/TEACH	Must reach by 15th Aug. 2022	Send the Report - Soft copy and Hard copy to: • District Chairman (with 2 best projects photos • District Vice Chairman.
Second Report Activities of July Oct.	Must reach by 1st Nov. 2022	• District Secretary
Third Report Activities of Nov. to March	Must reach by 15th March 2023	• District Editor (with 3-4 photos only)

Please Note: The Reports should be in brief and sent in the given format only.