

YOUR NAME: _____ DUE BY: _____

PROJECT NAME: _____

EXPLANATION (INSTRUCTIONS) OF WHAT NEEDS TO BE DONE BY THE FRONT OFFICE / VOLUNTEER STAFF:

(INCLUDE AN EXAMPLE IF POSSIBLE)

****REMINDER: ALL PROJECTS THAT NEED TO BE COMPLETED BY THE UPCOMING SUNDAY NEED TO BE SUBMITTED TO THE FRONT OFFICE STAFF NO LATER THAN TUESDAY MORNING – THANK YOU ****

RETURN TO: MY MAILBOX: _____ MY OFFICE: _____ ADD TO SUITCASE: _____

COMPLETED BY: _____ DATE COMPLETED: _____