

APPENDIX E: QUARTERLY PROGRESS REPORT

Jennings Lodge Camp Meeting Site and Retreat Center Education and Preservation Fund Progress Report – FY 2023/2024

Reporting on timeline of major milestones/project activities and activities to date.

Please complete and submit reports by email to llawson@clackamas.us.

GENERAL INFORMATION

Reporting Period	First quarter	Second quarter	Third quarter	Fourth quarter
Project Title				
Project Coordinator				

ACTIVITIES

A description of specific project activities undertaken, and/or of progress made on activities already in progress.

EVALUATION

A description of how the activities undertaken/progress made support the goals of the EPF.

SUCSESSES/CHALLENGES

A description of any particular successes encountered.

CONCERNS

Describe any difficulties or issues you are currently experiencing with the project.

FINANCIAL PROGRESS

Award Funds

Budget Category	Approved Project Budget	Funds spent this period	Funds spent to date	Remaining Funds
Supplies	\$	\$	\$	\$
Professional Services and Consultant Fees	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Other (explain in 'Additional Comments' below)	\$	\$	\$	\$
Total (sum of all categories)	\$	\$	\$	\$

ADDITIONAL COMMENTS

REPORT PREPARED BY

Name		Phone	
Email		Date	

Name		Phone	
Email		Date	