

PROJECT AKA FINAL REPORT INSTRUCTIONS



PREPARED BY:

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
BETA NU OMEGA CHAPTER
COMMUNITY SERVICE COMMITTEE

INSTRUCTIONS AND GUIDELINES

*The Organization (also referred to as Grantee) is responsible for preparing and submitting a final report to Alpha Kappa Alpha Sorority, Incorporated® -Beta Nu Omega Chapter (AKA-BNO). This report is due to AKA-BNO Office on or before **December 6, 2019**. The report gives an overview of the activities/events that benefitted from PROJECT AKA funding. One (1) copy of the final report should be sent (preferably via electronic mail) to bnocomser@gmail.com.*

The following components should be included in the report. The report should not exceed 5 pages (if possible).

PROGRAM ADMINISTRATION

This section of the report should include the following information:

- Organization's Name and Address/Phone number/Website
- Program Director Name/Phone number/E-mail
- Staff Information- Name/Title of Staff that assisted with activity/event
- Length of Program
- AKA Target(s) addressed

ABSTRACT

Provide a summary of your Organization's Mission Statement.

PROGRAM OVERVIEW

Give a brief overview of the activity/event funded by PROJECT AKA:

- Summarize purpose of the activity/event
- Target Audience for activity/event
- Describe whether the Organization accomplished its goals for activity/event
- Highlight significant accomplishments and innovations from the activity/event
- Provide any recommendations (if any) for future activities/events

FINANCIAL REPORT

Describe how PROJECT AKA funds were used. Include copies of receipts.

| Description | TOTAL COST |
|----------------------|-------------------|
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| OVERALL TOTAL | |

APPENDIX

This section should include documentation such as photographs, press related information, programs, flyers/posters, etc.

NOTE: One (1) copy of the final report should be sent via electronic mail to bnocomser@gmail.com . If there are any other questions or concerns, feel free to contact Ms. Leisha Nicholson.

FINAL REPORT DEADLINE IS FRIDAY, December 6, 2019