

# 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 4, 2020**. The report gives an overview of the activities/events that benefit from PROJECT AKA funding. One (1) copy of the final report should be sent (preferably via electronic mail) to [bnocommunityservicescommittee@gmail.com](mailto:bnocommunityservicescommittee@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.

<b>Description</b>	<b>TOTAL COST</b>
<b>OVERALL TOTAL</b>	

## **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 [bnocommunityservicescommittee@gmail.com](mailto:bnocommunityservicescommittee@gmail.com) . If there are any other questions or concerns, feel free to contact Ms. Leisha Nicholson.

**FINAL REPORT DEADLINE IS FRIDAY, December 4, 2020**