**CLUBS AND SOCIETIES REPORT TEMPLATE**

**NOTE: when compiling reports for your club please refer to POA submitted by the Club beginning of the year, reports should align to the POA. These reports will be reviewed and will be used during the affiliation process 2025 and failing to report or comply can jeopardise the Clubs chances of affiliation by the SRC.**

**Clubs are required to report on each program conducted for the quarter, using this word document, once all programs are reported on, the club should save all reports as PDF and then combine them all into one document, please click on this link** [**Combine PDF – Online PDF Combiner**](https://combinepdf.com/) **to combine all your PDF reports into one document. Each Club will submit only ONE combined document with all reports for programs, report must have an order January -March, please do not jumble the months. If you need clarity please e-mail** **kholekam@dut.ac.za** **. Incorrect documents and formats will not be accepted and can disqualify your application in future.**

**If Club did not do any program first quarter according to POA submitted during affiliation, please indicate which programs were to be done first quarter and reasons as well as evidence. If additional programs were done please also indicate.**

|  |  |
| --- | --- |
| **NAME AND SURNAME**  |  |
| **STUDENT NUMBER**  |  |
| **DATE**  |  |
| **PORTFOLIO**  |  |
| **PROJECT/PROGRAMME NAME** |  |
| **PROJECT/PROGRAMME DATE**  |  |

|  |
| --- |
| **BRIEFLY GIVE BACKGROUND ON WHAT THE PROGRAMME WAS ABOUT** |
|  |
| **WHAT LESSONS HAVE YOU LEARNT FROM THE PROGRAMME** |
|  |
| **WHAT RECOMMENDATIONS DO YOU HAVE?** |
|  |
| **WAS A SURVEY/EVALUATION CONDUCTED FOR YOUR PROGRAM? IF SO, PLEASE ATTACH SUMMARY OF RESULTS/OUTCOME. IF NOT PLEASE IMPLEMENT SO YOU MAY INCLUDE ON THE 2ND QUARTER REPORT** |
|  |
| **PICTURES** |
|  |