

**{Proper Month} Monthly Report**

**{Event Name}**

Date: **{Date of Report}**

To: **{Addressed To}**

From: Officer Michael Czawlytko

Re: Community Engagement Event **{Event Name}** Report

This memo serves as a report of all {Event Name} training conducted for the month of {Proper Month}.

{#rows}

**Date:** {Date}

**Location:** {Location}

**Description:** {Description}

**Attendance:** {Num of Attendees}

**Staff Assisted:** {Staff Assisted}

**Man-Hours (Planning, Execution, and Post Actions):** {Num of Man-Hours}

{/rows}

**Total Students Taught:** {Total Taught}

**Attachments (N)**