**RD008-ACCOMPLISHMENT REPORT**

**Event/Activity**

Insert event/activity here

**Objectives**

State your activity/event’s objectives here

**Date**

DD Month Year, e.g., 06 January 2079

**Venue/Platform**

Specify the venue/platform here, e.g., PUP Oval, Bulwagang Balagtas, Zoom Video Communications, Google Meet, etc.

**Activity/Event Narrative**

Provide a narrative report about your activity/event.

Consider the following tips:

1. Revisit the event's highlights, allude to accomplishments, and end with a list of recommendations.

2. Include information specific to the event type. An activity narrative for an exhibition, for instance, should offer a summary of the activities, party favors, prizes, and exhibitions showroom design plans.

3. Identify the most popular workshops and seminars, together with the people that organized them. Describe the structure of the event agenda and the thinking behind it in a line or two.

4. Give readers who might want to repeat this event in the future or enhance their overall plan official takeaways and guidance. Outline your main conclusions in bullet points, and make sure the evidence from the earlier sections supports each finding. Keep all recommendations specific to the report's target demographic and useful.

**Documentation**

Provide at least three pieces of documentation, e.g., screenshots, event receipts, etc.

**Attachments**

Insert attachments connected to your activity/event, e.g., list of participants/attendees (do not include sensitive information, only the necessary details), list of winners, affidavits, activity/event feedback from audience (if available), proof of transactions, etc.

Prepared by:

**COMPLETE NAME**

Position/Office

Student Organization Abbreviation/Initialism

Approved by:

**COMPLETE NAME**

Position/Office

Student Organization Abbreviation/Initialism

Noted by:

**COMPLETE NAME**

Adviser

Student Organization Abbreviation/Initialism