**ST. ANNE COLLEGE LUCENA, INC.**

**Organizational Logo**

DIVERSION ROAD, BRGY. GULANG-GULANG LUCENA CITY

**OFFICE OF THE STUDENT AFFAIRS**

**(Name of Organization)**

NARRATIVE REPORT

1. Title of the Activity/Project/Program
2. Time and Location
3. Participants
4. Introduction
5. Summary
6. Financial Report
7. Evaluation
8. Documentation

\*\*\*\*\* Format\*\*\*\*\*

* Paper size: Long
* Font Style: Century Gothic
* Font Size: 14(title), 12(content)
* Line Spacing: 1.5 lines
* Documentation: 6-8 photos per page with caption

Note:

1. This preset shall be used in making the narrative report.
2. Narrative reports shall be submitted 3 days after the activity. Organizations, who will not submit a narrative report after the activity, will not be allowed to organize/conduct a program/project.
3. Break down/liquidation of expenses for each activity shall be included in the report.

**Sample Format:**

Budget Allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item(s)** | **Unit Price** | **Quantity** | **Remarks** | **TOTAL** |
| Pencil | 5.00 | X 10 | Original budget is 4.00 | 50.00 |