**The Environmental Education Leadership Corps**

**Weekly Report**

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| 1. **MEMBER INFORMATION** |  |
| **Member Name** |  |
| **Report Dates** | From: To: Today’s Date: |
| **Number of Hours Served this Week** |  |

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| 1. **WEEKLY TASKS** | Completed (Yes/No) | Hours spent on task | % of Time Spent |
| ***Responsibilities (please list the responsibilities you are responsible for this week)*** |  |  |  |
|  |  |  |  |
| Notes: |  |  |  |
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| Notes: |  |  |  |
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| Notes: |  |  |  |
|  |  |  |  |
| Notes: |  |  |  |
|  | **TOTAL** |  | **100%** |

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| ***Additional Activities (if any):*** |
| ***List any days missed this week:*** |

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| 1. **WEEKLY ANALYSIS** |  |
| ***Use these prompts to analyze your week with your Site Supervisor.*** |  |
| How did this week go? |  |
| What is one (or more) challenge you faced this week? |  |
| How were you able to overcome the challenges you listed? |  |
| What is one (or more) accomplishment from this week? |  |
| How will your challenges and/or accomplishments from this week help you in future weeks? |  |
| What are you exceeding at? |  |
| Where can you use improvement? |  |
| Is there anything else you would like to add? |  |
| Have you filled out your responsibilities list for next week? | *If “No” please complete now.* |

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| Site Supervisor Initials and Date: |  |
| Member Initials and Date: |  |