

EAGER TO SERVE INC.

PO Box 215 Freeport NY 11520 (516) 223-9592 (516) 223-7886 Fax

Name/ Title _____ Program _____

Week of _____ Pay Period _____

DIRECTOR/ SUPERVISOR'S REPORT

WEEKLY REPORTS ARE SUBMITTED AT THE END OF THE PAY PERIOD ALONG WITH YOUR TIME SHEET.

Attach additional sheets if needed.

1. Detail the work performed for the period stated above. (attach copies of letters, agendas, reports if needed)

2. Indicate the average daily attendance for the week.

3. What was done this week to improve the quality of service delivery?

4. What do you need in order to improve your work performance?

5. What did you do to attract/ recruit additional participants?

6. How many clients felt that their input was very important to us? Why do you think the family felt that way?

7. What if any negative or positive comments did you get this period.

8. Additional Comments:
