

Non-Profit Activity Report

Organization Information

Name of Organization:	[Organization Name]
Tax ID / Registration No.:	[Number]
Report Period:	[Start Date] to [End Date]
Contact Person:	[Name, Email, Phone]
Address:	[Address Line]

Summary of Activities

[Provide a brief introduction summarizing the primary activities conducted during the reporting period. Include the purpose of activities and their alignment with organizational objectives.]

Key Programs & Events

Date	Program/Event Name	Description	Beneficiaries/Participants
[MM/DD/YYYY]	[Event/Program Title]	[Brief Description]	[Number/Type of Beneficiaries]
[MM/DD/YYYY]	[Event/Program Title]	[Brief Description]	[Number/Type of Beneficiaries]

Outcomes & Achievements

- [Key achievement or outcome 1]
- [Key achievement or outcome 2]
- [Key achievement or outcome 3]

Challenges & Solutions

[Describe any difficulties encountered during the reporting period and actions taken to overcome these challenges.]

Financial Overview (if applicable)

Source	Amount	Description
Donations	[\$Amount]	[Purpose/Allocation]
Grants	[\$Amount]	[Purpose/Allocation]
Other	[\$Amount]	[Purpose/Details]

Supporting Attachments

[List any additional documents attached, e.g., activity photos, attendance lists, testimonials.]

Important Notes:

- Ensure all information is accurate, complete, and reflects actual activities.
- Maintain supporting documents to verify all key activities and financial data.
- The report should demonstrate that activities align with your stated non-profit objectives and comply with tax-exempt requirements.
- Update this report regularly, as many jurisdictions require annual submissions for tax exemption maintenance.

- Confidential information should be handled according to privacy regulations.