

# U.S. MAPS Project Status Report Form

## Line by Line Instructions

*(U.S. MAPS Project Status Report Form is on the Reverse Side)*

- 1) Project Name: Fill in name of church, camp, organization, etc. Include City and State where project is located.
- 2) Reporting Period: Fill in the dates for this report, which should either be for the 1<sup>st</sup> thru the 15<sup>th</sup> or the 16<sup>th</sup> thru the 30<sup>th</sup>/31<sup>st</sup> of the month for which you are reporting. Reports must be received at the U.S. MAPS office by the 5<sup>th</sup> and 20<sup>th</sup> of each month.  
\*Failure to return two reports in a row (or for 1 month) will result in your project being removed from the **Active Projects List** for U.S. MAPS RV volunteers.
- 3) Prepared by: Print your name or sign legibly and give your phone number.
- 4) RVer arriving: Print the first and last name, and the date of arrival, of each RVer who newly arrived on your project for this reporting period.
- 5) Name of RVer: Simply list the first and last name of each RVer who worked on your project during the current reporting date.  
  
Place number of hours worked in appropriate boxes to the right of the RVer's name (dates for the month are given above the boxes).
- 6) Describe Work in Progress: Give a brief description of work that is currently being done whether by RVers or by others.
- 7) Skills Needed in the next 2 weeks: Let us know what kind of help you will be needing within the next two weeks.
- 8) Contribution to U.S. MAPS:  
Total hours worked by RVers: Calculate the total number of hours by adding the number of hours worked by each RVer.  
One Mission Dollar for every labor-hour saved: The amount here should equal the total number of hours above.  
Less monthly U.S. Missions Support: Place here the amount that you send monthly in support of either the U.S. MAPS office or one of our U.S. MAPS missionaries (include the missionary's name). This amount is to be listed on only one report each month.
- 9) Total Contribution: Subtract line 3 from line 2 and send a check for this amount with your **U.S. MAPS Project Report** form to:

**U.S. Missions MAPS  
1445 Boonville Ave.  
Springfield, MO 65802**

- 10) Maintain a copy of all submitted reports for your records.

**\*\*Maintain one blank form to duplicate for future reports.**

*If you have any questions please call our toll-free number 1(877) 346-6277*