

MONTHLY UNIT PA ACTIVITIES

Instructions: FSO to SO fill in FL# _____

SOs to DSOs fill in the DIV# _____ (Please Compile Numbers)

Report for the month of _____ Year _____

Reporting Officer's Name & Title _____

ACTIVITY:

NUMBER:

News releases printed: (Number actually in print) _____

Public Lectures given: (Number performed) _____

TV Spot Days: (Number of days the spot or spots aired) _____

Radio Spot Days: (Number of days the spot or spots aired) _____

TV Programs: (Number of time the Segment was aired) _____

Radio Programs: (Number of time the Segment was aired) _____

Safety Booths: (Number of booths set up) _____

Signs Displayed: (Number of signs erected) _____

Sign Days: (Number of days the sign was displayed) _____

Banners Displayed: (Number of Banners strung) _____

Banner Days: (Number of days the banner was dispelled) _____

Direct Mailings: (Number of pieces of mail sent) _____

Fliers Displayed: (Number of fliers actually distributed) _____

Posters Displayed: (Number of posters actually displayed) _____

Poster Days: (Number of days the poster was displayed) _____

Appearances in public: (Parades, Civic functions, appearing in uniform) _____

Website Days: (Number of days the website was available) _____

Other, Describe: (Special projects and events not covered above) _____

The Officer must describe the activity below, or on the other side) _____

Total Activities: (Please total the number of activities) _____

**NOTE: This form is to be used for unofficial tracking and reporting.
Report PA Missions hours on the ANSC 7030. Other hours on ANSC 7029.**

Please add comments (ideas, projects, efforts, and recognition) below, or continue on the next page.