

WORKING COPY Report Checklist
(Please turn in with report)

NAME _____ DATE _____

Working Copy of Report will include:

_____ A Report Cover Page
_____ Table of Contents
_____ Numbered pages

Part I: Selected Pages from your original Board of Trustees approved Sabbatical Leave Proposal which includes:

- The one-page Abstract
- The one-page summary of expected outcomes.

Part II: Sabbatical Report - Summary and Narrative

_____ A one-page Summary of Sabbatical Experience
_____ A one-page Summary of Achieved Outcomes
_____ A narrative which details the achievements by which your sabbatical leave activities will be judged

Part III: Tangible Items/ Appendices

_____ Tangible items resulting from the project
_____ Appendices should be clearly titled and preferably tabbed.