



[Insert Project Name] Monthly Update to Staff

Date:

Good News and Recognition:

Insert good news and recognition...

What's New on the [Insert Project Name]:

Insert good news and recognition...

Supplies on the bus this month:

Medical Supplies	Basic Necessities	Miscellaneous Items

Resources:

Monthly Schedule:	[link shared calendar]
Annual Data Report:	[link data dashboard]

Environmental Scan/Issues Arising/Health and Safety:

Upcoming Events:

Feedback: Please email [\[insert project email\]](#) with any recommendations for improvements, requests, questions, or concerns.

