

CLEO chapter reflection

CLEO

2026-10-09

Chapter: [name]
Term / period: [dates]
Prepared by: [name]

Review the actual activity

Completed sessions / activities: [brief summary]

Active volunteers and combined hours: [figures checked against records]

Different seniors served in this term: [count and method; identify uncertainty]

Do not add per-session headcounts and call the result different people. Do not include cancelled session hours.

Learn from the term

What helped participants? [topics or approaches]

What feedback did participants or volunteers offer? [non-sensitive summary]

What was difficult? [scheduling, participation, equipment, or other needs]

What should we keep or change? [one or two actions]

Support we would like from the advisor or National: [requests]

Prepare continuity

Who will handle the venue relationship and schedule next? [roles / names]

Who will maintain the roster, training, and platform records? [roles / names]

Successors invited and access checked: [status]

Next visit / next planning conversation: [date and owner]

This is an optional reflection worksheet, not an additional filing. Submit the actual due semester report or renewal in your chapter workspace. Keep sensitive incidents out of this worksheet and use CLEO's safety-reporting process.

[Reporting instructions](#) · [Resource kit](#)