**STARSHIP PERIDIOC ACTIVITY REPORT (SPAR-I)**

FOR AUTHORIZED STARFLEET COMMAND OFFICERS USE ONLY

REVISED FOR USE 7-1-2020

|  |  |  |  |
| --- | --- | --- | --- |
| **Earth Date:** | **DD /Month / YY** | **Commanding Officer:**  **Email:** |  |
| **Reporting Period:** | **DD – DD- MMM** | **First Officer:**  **Email:** |  |
| **Ship Chapter Title:** |  | **NCC #** |  |

**PERSONNEL AND RECORDS**

|  |  |
| --- | --- |
| **Promotions Granted:** | (Name/previous rank/current rank & department) |
| **Email or Address updates:** |  |

**SHIP / CHAPTER ACTIVITIES**

**(What did your ship / chapter do this reporting period?)**

|  |  |
| --- | --- |
| **Meetings or Crew Gatherings/get-togethers etc.** | **(Dates & Places/event/activity)** |
| **Newsletters, blogs, Joining another SFC Ship for a meeting, etc.** | **(Dates & Places/event/activity)** |
| **Other:** |  |
| **\*Names of Crew participating in Activities:** |  |

**AWAY MISSIONS and/or PUBLIC EVENTS**

**(Public Events Occurring in the Community)**

|  |  |
| --- | --- |
| **Conventions, Parades, Festivals, etc.:** | **(Dates & Places)** |
| **Picnics, Movie Outings, Ballgames, etc.** | **(Dates & places)** |
| **\*Names of Participating Crew:** |  |

**RECRUITING AND SOCIAL MEDIA**

|  |  |
| --- | --- |
| **Convention Recruiting Tables, Newspaper Ads, Meet-Ups, etc.** |  |
| **Social Media, Website Updates, FB Contributions, etc.** |  |
| **\*Names of Participating Crew:** |  |

**SHIP/CHAPTER CHARITY AND COMMUNITY ACTIVITIES**

**(Did you support your Community in any way?)**

|  |  |
| --- | --- |
| **Charity Events:** | **(Charity & Donation Type)** |
| **Volunteering Time or Donations: i.e. Charitable Activities or Philanthropy:** | **(Charity & Donation Type)** |
| **\*Names of Participating Crew:** |  |

**FLEET SPONSORED ACTIVITIES**

**(SFC Approved Events)**

|  |  |
| --- | --- |
| **Meetings, Festivals, Dinners, Conventions, etc.** | **(Dates & Event)** |
| **Pop Tab Collection, SFC Newsletter, SFC FB or SFC Project Contributions, etc.** |  |
| **\*Names of Participating Crew:** |  |
| **\*Names of Crew members completing Academy Exams:** | **(Name & Exam)** |

**PICTURES**

|  |
| --- |
| **USE THIS SECTION FOR PHOTOS OF MEETINGS, AWAY MISSIONS, ETC. PLEASE LABEL WITH TIME, PLACE, AND IDENTIFYING CAPTION.** |
|  |

**COMMANDER’S COMMENTS/RECOMMENDATIONS**

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| --- | --- | --- |
| **Commanding Officer’s Signature:** |  | **Date:** |
| **SPAR I Preparer’s Signature** |  | **Date:** |

|  |
| --- |
| **THIS SECTION TO BE USED ONLY FOR COMENTS/RECOMMENDATIONS NOT INTENDED FOR SPAR III REPORTS.** |
| **Comments / Recommendations.** |

**If you are unsure of what to do in any certain category or have questions, contact your Starbase Commander.**