



# Briefing Report

Please fill out report during or after every event you attend on behalf of ESGR.  
This must be filled out even if you are not submitting mileage.

|  |   |                                 |
|--|---|---------------------------------|
| Staff / Volunteer                                  |   |                                 |
| Unit/Event/Activity<br><i>(Include City)</i>       |   |                                 |
| Component  | <input type="checkbox"/> AirNG <input type="checkbox"/> ArmyNG <input type="checkbox"/> USMCR <input type="checkbox"/> USNR <input type="checkbox"/> USAFR <input type="checkbox"/> USCGR <input type="checkbox"/> USAR |                                 |
| Date & Time  |   |                                 |
| Hours Volunteered<br><i>(Including drive time)</i> | <i>hours volunteered, including drive time</i>  |                                 |
| Total Mileage<br><i>(Round trip)</i>               | <i>total miles</i>  | \$ <i>Travel Voucher Amount</i> |

| You May Approximate Numbers   |  |                                    |       |
|---|--|------------------------------------|-------|
| Number of Service Members/Employers/ Organization Representatives   | Number of Family Members                     | Number of ESGR Volunteers/Staff    | TOTAL |
| Service Members _____<br>Employers _____<br>Organization Reps _____ |  | Volunteers _____<br>Staff _____    |       |
| Please Give Exact Count   |  |                                    |       |
| Number of SOS's   | Number of Patriot Award Nominations Received | Number of New Volunteers Recruited |       |
|   |  |                                    |       |

|        |   |
|--------|---|
| Notes: | ESGR<br>711 North Pennsylvania Street<br>Indianapolis, IN 46204<br>Fax: 317 247 3220<br>In.ng.esgr@mail.mil |
|--------|---|

*For Staff Use Only.*

SOS Printed and Enclosed   
 Travel Voucher Received   
 Volunteer Hours Recorded