SUMMARY REPORT OF FUND RAISING EVENT

Organization or Group______________________________
Event or Activity_________________________________
Date: _____________________________________________

Income

1. Admission ______________________
2. Donation ______________________
3. Proceeds ______________________
4. Other ______________________
5. Total Funds Collected ______________
6. Total Expense Incurred ___________
7. Profit ______________________

In cases where the event was held for the benefit of a non-college organization, a copy of the letter acknowledging the contribution by the organization must be included with this report.

Expense

Individual expense items’ listing is optional. Club records should document facts if any questions arise.

1. Supplies ___________________________
2. Marketing ___________________________
3. Other ___________________________
4. Total Expense Incurred ______________

Number of Club/Organization Workers __________

Number of People Served _______ Morrisville Attend. _____ Public Attend. _____

Number of Sales ______________

Submitted by:_________________
Date:_______________________