

**MORRISVILLE STATE COLLEGE
Student Government Organization**

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: _____