

CHAPTER, CLUB & NETWORK EVENT REPORT

*Please submit this form to the FSAA within **15** days following an event.*

Chapter, Club or Network Name: _____

Event Name: _____ Number of Attendees: _____ (Please attach list of all attendees)

Place of Event: _____ Date of Event: _____

Please provide a brief description of the event: (attach extra sheet if necessary)

Please list any suggestions for improving the program in the future:

PROFIT/LOSS STATEMENT:

- Gross Revenue \$ _____
- Expenses (Subtract): \$ _____
- Net (Profit/Loss): \$ _____

Prepared By: _____ Leadership Position: _____

Signature: _____ Date: _____

Witnessed By: _____ Leadership Position: _____

Signature: _____ Date: _____

- *Please make a copy of this completed form and share it with your Leadership Team.*
- *If relevant, remember to transfer monies from operating (general) account to scholarship (endowment) account, then a completed "Payment or Reimbursement Form" is also required.*
- *Attach any added information that can be used for guidance at future events.*
- *A copy of the invitation is also suggested, as well.*

Please submit to the Fresno State Alumni Association. Thank you.