

# Chapter and Club Post-Event Report Form

Chapter/Club Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

**Instructions:**

1. Please complete and submit this form *no later than* 10 days following the date of your event. Email to Amanda Hall ([ahall@mail.fresnostate.edu](mailto:ahall@mail.fresnostate.edu)).
2. After completing, please save a copy for your records. We also recommend sharing with the rest of the officers/leadership team.
3. Additional forms to complete (as relevant):
  - a. Deposit Form: If revenue was generated from your event, complete this form and deliver it with all funds to the FSAA office so it may be deposited into your account in a timely fashion.
  - b. Payment/Reimbursement Form: If you incurred costs that are outstanding, complete this form and submit it along with all *original* receipts (we are not able to accept copies).
  - c. Transfer of Funds Form: If you have revenue from the event you wish to have deposited into your scholarship account, complete this form and submit.

**EVENT DETAILS**

Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ (or attach list)

Event description:

**FINANCIALS**

1. Gross revenue: \$ \_\_\_\_\_

2. Expenses: \$ \_\_\_\_\_

3. Net profit/loss: \$ \_\_\_\_\_

**PREPARED BY**

Your name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_