

INSTRUCTIONS

1. Please complete and submit this form to Nicole Traverso (nicoletraverso@mail.fresnostate.edu) **no later than 15 days after event.**
2. Attach a copy of the final event check-in sheet.
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.
 - b. **Payment/Reimbursement Form:** If you incurred costs that are outstanding, complete this form and submit it along with all *original* receipts
 - 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.

Chapter/Club Name: _____

Name of Event: _____

EVENT DETAILS

Date of event: _____

Location of event: _____

Number of attendees: _____ (Please include check-in sheet)

Event outcomes/highlights:

FINANCIALS

1. Gross revenue: \$ _____

2. Expenses: \$ _____

3. Net profit/loss: \$ _____

SUBMITTED BY

Your name: _____

Cell: _____

Email: _____

Signature: _____