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.