RAFFLE REPORT FROM

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

Chapter, Club or Network Name: ______________________________________________________

Event Name: _________________________________________ Number of Attendees: ____________

Place of Event: _______________________________________ Date of Event: ___________________

Please provide a brief description of the items raffled: (attach extra sheet if necessary)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please list of winners for each item listed above
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

PROFIT/LOSS STATEMENT:

• Number of Tickets Sold __________________________

• Number of Tickets Provided at No Charge _______________

• Gross Raffle Revenue $ _______________________

• Raffle Expenses (Subtract): $ _______________________

• Raffle 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.

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