



SUMMARY REPORT OF EVENT, ACTIVITY OR FUNDRAISER

Type of Event or Activity: _____

Student Organization/Club: _____

Event or Activity Held: _____

Day of Week: _____ Month: _____ Date: _____

Location: _____

Time: _____ Actual Start Time: _____ ☐ AM ☐ PM End Time: _____ ☐ AM ☐ PM

Note: If event or activity was a fund raiser fill out both income and expense portions, otherwise only fill in Expense portion only.

Income:

- 1) Admission: _____
- 2) Donations: _____
- 3) Proceeds: _____
- 4) Other: _____
- 5) Total Funds Collected: _____
- 6) Less Total Expenses Incurred: _____
- 7) Profit: _____

In cases where the event was held on behalf of a community group, a copy of the letter acknowledging the contribution by the organization must be included with this report.

Expenses Incurred: _____ Individual expense breakout is optional. Club records should document facts if any questions arise.

- 1) Supplies: _____
- 2) Marketing: _____
- 3) Other: _____
- 4) Total Expense Incurred: _____

General Information of Event or Fund Raiser

Number of Club/Organization Workers: _____ Number of Attendees: _____

Number of SFCC Students in Attendance: _____ Number of Guests: _____

Total Number of Sales: _____

What Went Well? _____

Were Program Goals Met? ☐ Yes ☐ No _____

Problems or Concerns? ☐ Yes ☐ No _____

What should be done differently next time? _____

How was the event/activity received? ☐ Poor ☐ Fair ☐ Good ☐ Very Good ☐ Excellent

Should an event/activity of this type be offered again? ☐ Yes ☐ No

Submitted By: _____ Date: _____

Please use the back of this sheet for additional comments or recommendations.

Please return this form to the Coordinator of Student Life within 72 hours of program completion.