



Club records only, Do Not Submit to Vice President, Student Services office or Coordinator, of Student Life

## SUMMARY REPORT OF EVENT, ACTIVITY, OR FUNDRAISER

Type of Event or Activity: \_\_\_\_\_

Student Organization/Club: \_\_\_\_\_

Event or Activity Held: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Location: \_\_\_\_\_ Month: \_\_\_\_\_ Date: \_\_\_\_\_

Time: Actual Start Time: \_\_\_\_\_ ☐ AM ☐ PM End Time: \_\_\_\_\_ ☐ AM ☐ PM

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

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.