Club Event Summary Form

Club Name: _____ Grant #: _____

Event Name: _____ Event Date: _____

Event Recap (How did it go?)

_____

_____

_____

_____

_____ **Attendance:** _____

Revenue Chart (admission, donations, sponsorship, etc)

Description	Amount

Total Revenue: _____

Expense Chart (please attach receipts)

Date of Receipt	Place of Purchase	Description	Amount

Total Expense: _____

Revenue minus Expense: _____

* Note: this sheet must accompany a cheque requistition form if the reimbursement request is over $50 *