

COPIES OF THIS FORM MAY BE MADE AND PROVIDED TO CHAIRMEN TO ASSIST THEM IN REPORTING ON THE PROGRESS OF THEIR FUND-RAISING PROJECT TO THE BOARD OF OFFICERS. **THIS FORM IS NOT TO BE SENT TO WOMEN OF THE MOOSE HEADQUARTERS.**

## FUND-RAISING PROJECT REPORT

For the \_\_\_\_\_ Chapter Year

COMMITTEE: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

TELEPHONE NUMBER OF CHAIRMAN \_\_\_\_\_

GROSS RECEIPTS: (Total Collected) \$ \_\_\_\_\_

DESCRIPTION/EXPENSES: _____	\$ _____
_____	\$ _____
_____	\$ _____

LESS TOTAL EXPENSES \$ \_\_\_\_\_

(List and attach **ALL original** receipts of expenditure)

**NET PROFIT** \$ \_\_\_\_\_

CHECK ONE:

- PROJECT COMPLETE
- PROJECT INCOMPLETE

\_\_\_\_\_  
(Signature of Chairman)

Funds received by:

Report received by:

\_\_\_\_\_  
(Signature of Elected Officer)

\_\_\_\_\_  
(Signature of Elected Officer)

### **SPECIAL NOTE:**

1. On projects extending over several months, reports must be made monthly and funds must be turned in at each meeting and a receipt obtained for all money. Any of the Elected Officers of the Chapter (Senior Regent, Recorder, or Secretary/Treasurer) will accept your report and issue a receipt.
2. It is suggested that each Chairman retain a copy of each report for her files. It will assist her in compiling her Form 166.

ADDITIONAL COMMENTS BY CHAIRMAN: (If desired) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU WERE PLANNING THE PROJECT AGAIN, WHAT, IF ANYTHING, WOULD YOU CHANGE?

\_\_\_\_\_  
\_\_\_\_\_