FUND-RAISING PROJECT REPORT

For the ________________ Chapter Year

COMMITTEE: ____________________________________________

CHAIRMAN: ____________________________________________

TELEPHONE NUMBER OF CHAIRMAN ________________

GROSS RECEIPTS: (Total Collected) $ ________________

DESCRIPTION/EXPENSES: ____________________________ $ ___________

______________________________ $ ___________

______________________________ $ ___________

GROSS RECEIPTS: (Total Collected) $ ________________

DESCRIPTION/EXPENSES: ____________________________ $ ___________

______________________________ $ ___________

______________________________ $ ___________

LESS TOTAL EXPENSES $ ________________

( List and attach ALL original receipts of expenditure)

NET PROFIT $ ________________

CHECK ONE:

O PROJECT COMPLETE

O 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) ____________________________

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

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