

## *Fundraiser Report Form*

1. Fundraiser: \_\_\_\_\_
2. Date board approved project: \_\_\_\_\_
3. Fundraiser Chairman: \_\_\_\_\_  
Fundraiser Co-Chairman: \_\_\_\_\_
4. Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Number of members involved \_\_\_\_\_ Number that are new \_\_\_\_\_  
Names (include email address and phone numbers):
  
6. DETAILS: Time, Place, Cost, Tools, and any other additional information:  
(Attach additional sheets if needed)
  
7. Types of Publicity used: (details)
  
8. If a fund raiser, give the amount of profit or loss: \_\_\_\_\_

9. List donations and sources:

10. Thank You notes were sent to: (List donors, guest speakers, etc.)  
Supply names and addresses for future reference.

11. Supplies:

Were any of the following used? Hostesses \_\_\_\_\_ Handouts \_\_\_\_\_ Name tags \_\_\_\_\_  
Card tables \_\_\_\_\_ Refrigeration \_\_\_\_\_ Posters \_\_\_\_\_ Tickets \_\_\_\_\_ TV \_\_\_\_\_  
Microphone \_\_\_\_\_ VCR \_\_\_\_\_ Projector \_\_\_\_\_ Overhead projector \_\_\_\_\_  
Include any details for future use. (Price, obtained from, name qualified operator.)

12. What would you recommend be done differently next time? (Be specific.)

13. Date Fundraiser initiated \_\_\_\_\_ Completion date \_\_\_\_\_

14. Other Comments:

NOTE: Completing this report in detail will enable the Council to:  
Write Accurate meeting reports.  
Write end-of-the-year reports.  
Review for future consideration.  
Provide an accurate plan of action for future chairmen to follow.

Reports should be sent to the Affiliation or Deanery President within 3 weeks of completion.