

Event Summary Form
 Club special event grants
 Summary and reimbursement request

Grant Information

Club name: _____ Event: _____ Grant #: G _____

Event Recap

Tell us how the event went, what worked, what didn't, and anything else you'd like to share.

How many people attended? _____

Revenues

Please tell us a description and amount of the revenues your event received, such as entry fees or third party sponsors. Do not include the SFSS grant.

description	amount	
		total revenues } _____ [A]

Expenses

Please provide information on the expenses incurred for your event. Original, detailed receipts (not debit summaries) must be attached.

date on receipt	place of purchase	description	amount	
				total expenses } _____ [B]

Eligible Reimbursement

The SFSS grants 'up to' the grant amount your group was awarded. 'C' should be the amount of eligible reimbursement, depending on the specifics of your grant. Please attach a cheque requisition form if your total eligible reimbursement is more than \$50.

_____	-	_____	=	_____
Total expenses [B]		Total revenues [A]		Eligible Reimbursement [C]