

# CHAPTER EVENT REPORT



**Submit this form to the Indoor/Outdoor Chairman by the 15<sup>th</sup> of the following month. Send your post event article to the Editor and Webmaster for publication by the 15<sup>th</sup> of the following month. Submit the original Request For Check form directly to the Treasurer by the 15<sup>th</sup> of the following month.**

**EVENT:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **HOST:** \_\_\_\_\_

**WEATHER:** \_\_\_\_\_ **NO. OF MODEL A's:** \_\_\_\_ **ADULTS:** \_\_\_\_ **CHILDREN:** \_\_\_\_

**MEMBERS ASSISTING:** \_\_\_\_\_

Itemize Expenses	Amount
<b>TOTAL</b>	

**SUGGESTIONS AND COMMENTS:** \_\_\_\_\_

**Attach copies of the post event newsletter article for publication and all related documents; e.g., advertising, newsletter event notices, route instructions, games, etc.**

**Rev. June 2014**

# REQUEST FOR CHECK



\* TODAY'S DATE: \_\_\_\_\_

\* CHECK PAYABLE TO: \_\_\_\_\_

\* ADDRESS: \_\_\_\_\_

\*

\* EVENT/PURPOSE: \_\_\_\_\_

\*

**Itemize Expenses and Attach Receipts**

**Amount**

<b>TOTAL</b>	

Signature

Required  \_\_\_\_\_

\* Required entry. Staple all receipts to this form. Sign the completed form and submit it to the Treasurer by the 15<sup>th</sup> of the following month.