EVENT REPORT FORM

(FOR USE IN DATA COLLECTION FOR LONG TERM PLANNING)
EVENT DIRECTORS: Please complete promptly and send copies to the people below

EVENT DATE_____MAP_____EVENT DIRECTOR_____

	WHITE	YELLOW	ORANGE	BROWN	GREEN	RED	BLUE
TOTAL NO of PARTICIPANTS	_____	_____	_____	_____	_____	_____	_____
NO. of MAPS USED :	_____	_____	_____	_____	_____	_____	_____

Total number of maps printed _____ (see below for what to do with leftover maps)

Financial accounting:

Map sales: dollars from maps		(1)	$ _____
Whistles, patches, tee shirts etc. total dollars collected		(2)	$ _____
Memberships: dollars collected (Forms to Mary Frank)		(3)	$ _____
TOTAL $ COLLECTED		(1)+(2)+(3)	$ _____
Total expenses	$ _____		
Expenses withheld from $ collected	$ _____		
Expenses to be donated to club	$ _____		
Expenses to be reimbursed by club treasurer			$ _____
Total event income			$ _____

Generally Itemize event expenses:_____

_____

Event directors: Unless John Ort or Mary Frank already have the event receipts, please deposit in your personal account and forward a check to the club treasurer, John T. Ort, 318 Lorraine Avenue, Oreland, PA 19075.

Problems with this event...getting park permission, unusual restrictions, extra fees, parking problems, conflicts with other events in the park or neighboring land owners, severe weather, map problems that need addressed before another event, short supply of maps etc....use back of page if necessary.

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_____WEATHER_____

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Return unused maps and large quantities (>10 /course) of maps with courses to the proper kit manager.

Return unclaimed maps and small quantities (<10 / course) of leftover maps with courses to Ed Scott or Mary Frank for resale or promotion use to scouts, social groups, schools, etc.

Copy #1:	Ed Scott	scottdvoa@isp.com	
Copy #2	Mary Frank	frankdvoa@aol.com	(Attach a copy of your event helper list to Mary's copy)
Copy #3	John Ort	ort.john.t@gmail.com	

Send a report of your event to the briar patch editor	Nancy Sharp	njsharp@aol.com
Send a copy of the results to:	Vadim Masalkov	mvg1969@yahoo.com