

EVENT REPORT FORM

(FOR USE IN DATA COLLECTION FOR LONG TERM PLANNING)

EVENT DIRECTORS: Please complete promptly and send copies to the four addresses below
EMAIL data is preferred over hard copy, but use whatever means is easier for you.

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 -\$ _____

(pavilions, park fees, cups, expenses to be reimbursed
refreshments, etc) by club secretary. --\$ _____

Generally Itemize event expenses : _____

Expenses to be donated to club _____

total event income \$ _____

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.

_____ WEATHER _____

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 to: Ed Scott

1608 Cocalico Road
Birdsboro, PA 19508
610/582-2128
scottdvoa@talon.net

Copy #2 to: Mary Frank

14 Lake Drive
Spring City, PA 19475
610/792-0502
frankdvoa@aol.com

Attach a copy of your event helper list to Mary's copy

BE SURE TO SEND A REPORT OF YOUR EVENT
TO THE BRIAR PATCH EDITOR

Nancy Sharp
3439 Fairfield St
Laureldale, PA 19605
njsharp@aol.com

SEND A COPY OF THE RESULTS TO:

Kent Shaw
117 Oakwood Lane
Phoenixville, PA 19460
kent@ksclick.com