



Event Proceeds Report

ATTENTION!

THIS FORM IS REQUIRED FOR EVERY EVENT, EVEN IF NO CASH OR CHECKS WERE COLLECTED

Event ID _____ Event Title _____

Event City, State _____ Event Date _____

Breakdown of Proceeds Collected

	Cash	Checks	Total
Participant Envelope	\$ _____	\$ _____	\$ _____
Merchandise	\$ _____	\$ _____	\$ _____
Auction	\$ _____	\$ _____	\$ _____
Raffle	\$ _____	\$ _____	\$ _____
General Donations	\$ _____	\$ _____	\$ _____
Sponsorship	\$ _____	\$ _____	\$ _____
Other (explain)	\$ _____	\$ _____	\$ _____
GRAND TOTAL (must match Grand Total at bottom)		\$ _____	

Form of Payment Collected

STEP 1: Cash Collected

- NO CASH was received at the event.
- I deposited the cash at the bank and attached a copy of the deposit slip to this form.
- I exchanged the cash for a cashier's check or money order, which is attached to this form.
- I submitted cash online in my Member's area on _____ and paid for it with _____ on the credit card.

TOTAL CASH \$ _____

STEP 2: Checks Collected

- NO CHECKS were received at the event.
- I included our checks in this package.

TOTAL CHECKS \$ _____

STEP 3: Additional donations to be Sent Later

- NO additional donations to be sent later.
- YES details for additional donations to be sent later are below. Please attach additional information if needed.

Donor Name _____ Amount _____ Expected Collection Date _____

Donor Name _____ Amount _____ Expected Collection Date _____

TOTAL DONATIONS TO BE SENT LATER \$ _____

GRAND TOTAL (must match Grand Total of Proceeds Collected at Event) \$ _____

Treasurer Name _____ Signature _____ Date _____

If no checks or cash received, please fill out this form and email to: treasurerhelp@stbaldricks.org

Event Proceeds Package Checklist

Please be sure these items are included before closing your box!

1. *Event Proceeds Report*

Please send back in your package. If no cash or checks were collected at the event, email the completed form to TreasurerHelp@StBaldricks.org.

2. *Original Bank Deposit Slip or Cashier's Check*

Paper clip this to the Event Proceeds Report.

3. *Participant CHECK Envelope Labels*

Paper clip this to the Event Proceeds Report.

4. *Participant CASH Envelope Labels*

Paper clip this to the Event Proceeds Report.

5. *Participant Agreement Forms*

Paper clip this to the Event Proceeds Report.

6. *Miscellaneous Proceeds Forms (Auction, Raffle, Merchandise, etc.)*

Paper clip this to the Event Proceeds Report.

7. *In-Kind Donation Forms*

The Foundation needs these forms to thank donors for goods or services.

8. *UPS Shipping*

Email TreasurerHelp@StBaldricks.org to receive your pre-paid UPS shipping label to mail your proceeds to us!

8. *Extra Items*

Please recycle unused paper (envelopes, forms, etc.), and give any leftover items (shirts, pins, wristbands, etc.) to your event's host venue for their employees, or donate them to your local hospitals, fire or police stations.

DO NOT mail back extra items, since the cost for return shipping exceeds the cost of the returned items.

For additional questions, please refer to the Treasurer Instructions or contact the Treasurer Help Team at TreasurerHelp@StBaldricks.org.



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