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

<table>
<thead>
<tr>
<th></th>
<th>Cash</th>
<th>Checks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Envelope</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Merchandise</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Auction</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Raffle</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>General Donations</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td>Other (explain)</td>
<td>$_____</td>
<td>$_____</td>
<td>$_____</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$_____</strong></td>
<td><strong>$_____</strong></td>
<td><strong>$_____</strong></td>
</tr>
</tbody>
</table>

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 was received at the event.
- I included our checks in this package.

**TOTAL CASH** $__________________________

**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.

<table>
<thead>
<tr>
<th>Donor Name</th>
<th>Amount</th>
<th>Expected Collection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DONATIONS TO BE SENT LATER** $__________________________

**GRAND TOTAL** (must match Grand Total of Proceeds Collected at Event) $__________________________

Treasurer Name __________________________ Signature __________________________ Date __________
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 Envelopes**
   Paper clip this to the Event Proceeds Report.

4. **Participant CASH Envelopes**
   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 in order to thank donors for goods or services.

8. **UPS Shipping**
   Use this pre-paid label to ship your event proceeds package to us. Email your tracking number to TreasurerHelp@StBaldricks.org so we can track your proceeds back 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.