

Office of Student LIFE
FUNDRAISING / SELLING / SOLICITATIONS ACTIVITY REPORT

Name of Organization : _____
 Title of the Activity : _____
 Date / Duration of Activity : _____
 Type of Activity : _____
(i.e. selling of novelty items, ticket selling, solicitations, raffle)
 Brief Description : _____

 Purpose of the activity : _____

Financial Report

I. Breakdown of income

A. Sponsorships (Please attach photocopy of signed MOAs and official receipts from Accounting Office as proofs of deposit)

Company Name	Amount of Cash/Products/ Deals given
Total Amount:	

B. Sales (For ticket selling activities, please include pieces of tickets left unsold.)

	No. of Tickets / Items produced	Amount per Ticket / Item	No. of Tickets / Items sold	Total amount of tickets / Items sold
Member				
Non-Member				
External Participants (Non-Lasallians)				
Total:				

II. Breakdown of expenses *(Please attach photocopy of the official receipts.)*

Item	Quantity	Amount	Official Receipt Number
Total Amount:			

III. Actual Profit *(Please attach photocopy of the official receipt of deposit in the Accounting Office.)*

Total Income (Table I. A + Table I. B)	Total Expenses (Table II)	Total Profit (Total Income - Total Expenses)

Overall rating of the activity *(Check One)*: Excellent Very Good Fair Poor

Comments : _____
 : _____

 Signature of Project Head above printed name

 Signature of Treasurer above printed name

 Signature of Org President above printed name

 Signature of Faculty Adviser above printed name