

Old Dominion University  
Recreational Sports Department

**FUND-RAISING DOCUMENTATION FORM**

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Report: \_\_\_\_\_

Brief description of fund-raising event: \_\_\_\_\_  
\_\_\_\_\_

Date event began: \_\_\_\_\_ Date event ended: \_\_\_\_\_

**Expenses:**

- a) License fee \_\_\_\_\_
- b) Equipment \_\_\_\_\_
- c) Supplies \_\_\_\_\_
- d) Publicity \_\_\_\_\_
- e) Personal \_\_\_\_\_
- f) Awards \_\_\_\_\_
- g) Officials \_\_\_\_\_
- h) Facility Rental \_\_\_\_\_
- i) Other (state) \_\_\_\_\_
- TOTAL COST \_\_\_\_\_

**Revenue:**

- a) Entry Fee \_\_\_\_\_
- b) Ticket Sales \_\_\_\_\_
- c) Concessions \_\_\_\_\_
- d) Other \_\_\_\_\_
- TOTAL REVENUE \_\_\_\_\_

**Profit:** (Gross Revenue – Expenses): \_\_\_\_\_

Signatures:

Date:

\_\_\_\_\_  
Club President

\_\_\_\_\_

\_\_\_\_\_  
Sport Club Graduate Assistant

\_\_\_\_\_

\_\_\_\_\_  
Recreational Sports Assistant Director

\_\_\_\_\_