



CHAPTER ACTIVITY REPORT
Complete one form for each activity or meeting held

☐ REVISION

Chapter Number _____ City _____ State _____

1. General Information

Name of activity _____

Activity date (MM/DD/YY) _____ Event chair _____ Phone no. _____

Activity co-sponsors _____

Describe activity

Please indicate activity category (select only one):

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Family (Social) | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Youth (Social) | <input type="checkbox"/> Educational |
| <input type="checkbox"/> General Membership (Social) | <input type="checkbox"/> Civic |
| <input type="checkbox"/> Officer Planning Meeting | <input type="checkbox"/> Donation |

Est. total number attending: Members ____ Non-members ____ Number of these attendees under age 18 ____

Total number of chapter members who planned AND / OR worked the activity ____

Total number of volunteer hours contributed by members who planned AND / OR worked the activity ____

Describe non-cash items collected for charity (food, clothing etc.) _____

Approximate dollar value of items listed above \$ _____

2. Financial Summary *Only include transactions that went through the chapter checking account.*

Total money spent \$ _____

(Subtract) Total money received \$ _____

NET COST (or profit) OF THE ACTIVITY \$ _____

3. Match Fund Activity (if applicable)

Net proceeds \$ _____

Amount to be matched by home office \$ _____

Make check payable to: _____

Address: _____