



**Baystars FC Fundraiser Post Event Summary Form**

Brief description of fundraising activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend doing this fundraising activity again? Yes/No Why or why not (briefly):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Accounting of Funds Raised & Submitted**

Payee	Check #	Amount
Total Submitted		\$

\*Please attach additional form(s) if more space is needed.

## Baystars FC Tax deductible donation receipt request(s) and record of fund distribution

### Record of Receipts Requested:

Name	Cash Amount	Check #	\$ amount	Item donated/value
Ex. John Doe		#1234	\$200	Dicks gift card / \$50

\*Please attach additional form(s) if more space is needed.

### Record of Distribution of Funds:

Check #	\$ amount	Payment to / for
Ex. Check # 1234	\$1,054	Marriott for team lodging

\*Please attach additional form(s) if more space is needed.

Written By	Review Date	Reviewed By	Board Approved Date
Field Shepherd	9/5/18	Melissa Shepherd, Brooke Wilson, Mary Updike	9/11/18