

### Event Profit/Loss Summary and Evaluation

Please have the club officers/event coordinators, or advisors complete and return the Event Profit/Loss Summary and Evaluation to the Office of Student Activities within ten (10) days of program. *If funds are being donated from the club account to an organization, this form needs to be filled out and handed in with the Student Activities Transaction form, club meeting minutes with the dollar amount to be donated stated in the minutes. A W9 needs to be uploaded by the vendor. Only profits can be donated to non-profit organization. We cannot donate Student Activities Funds.* Thank you for your anticipated cooperation. Please note, all fundraisers need to be advertised on all printed flyers ahead of time. Please confirm fundraiser with the Student Activities Director prior to start of event.

**Sponsoring Student Organization:**

**Program Title:**

**Date of Program:**

**Program Summary:** Briefly comment on the success of the program. Include in your comments a review of the sponsoring organization's follow-through, participation, publicity for the event, attendance at the event, feedback from event participants, and your own thoughts on the program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number in attendance:** \_\_\_\_\_

**Should this program be repeated?** (Please check response)                      Yes                      No

**If so, what changes would you recommend for the next time?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If not, why?**

\_\_\_\_\_  
\_\_\_\_\_

**On a scale of 1 – 10 (10 being Excellent), how would you rate this program?** \_\_\_\_\_

**Was this event or program intended to be a fundraiser?** (Please check response)                      Yes                      No

**If yes, please fill out the information in the box below:**

Total amount of Student Activities funds spent on program:	\$ _____.
Total amount of money recovered from program:	\$ _____.
Difference (please circle if negative or positive):	+ / - \$ _____.

Organization President's/Chair's Signature

Date

Organization Advisor's Signature

Date

Reviewed by Director of Student Activities

Date