



SCA Fundraising Checklist

A. General Information

Event: _____

Date: _____

Place: _____

Time: _____

Price per Ticket: \$ _____ Number Who Attended: _____

Profits from Ticket Sales : \$ _____

Copy of Facility Contract Attached

B. Raffles

If Raffles were sold at the event, please complete this section:

Price per Raffle: \$ _____

Profits from Raffle Sales: \$ _____

Number of Raffle Prizes: _____

Estimated Value of Each Raffle Prize (include on separate sheet of paper)

Were All Prizes Donated? Yes No

If **NO**, please list those Raffle Prizes that were purchased and the cost.



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C. Silent Auction

If a Silent Auction was held at the event, please complete this section:

Number of Silent Auction Baskets/Prizes: _____

Estimated Value of Each Silent Auction Basket/Prize (include on separate sheet of paper)

Profits from Silent Auction Sales: \$ _____

SAVE ALL BID SHEETS FOR ONE YEAR

D. Cash Donations

Did you receive any Cash Donations [] Yes [] No

If **YES**, please list indicate what the cash was used for.

E. Journal

If a Journal was produced, please complete this section:

Price per Ad: \$ _____

(If there were different price points for individual ads, please indicate how many ads were purchased at each price)

Cost of Printing/Mailing: \$ _____

Profit from Journal: \$ _____



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F. General Expenses

Decorations: \$ _____

Invitations: \$ _____

Printing: \$ _____

Postage: \$ _____

Tips: \$ _____

Miscellaneous: \$ _____

Total Profit Made from Event \$ _____

Save all paperwork from the event. You may be asked for back-up documentation up to one (1) year after the event. Paperwork should be handed over to the respective Treasurer for the function (SCA Ways and Means, Executive Treasurer)