

Post Event Report

Please include the following information:

1. Actual/estimated event Attendance: _____
2. Actual volunteer hours worked: _____
(Please provide names & hours worked on Volunteer Service Record Form.)
 - 2a. Actual volunteer labor (number of volunteer hours x \$29.95): _____
3. Actual in-kind donation dollar amount: _____
4. Actual amount of cash donations received: _____
5. Grant amount received: _____
6. Actual cost of other event expenses: _____
7. Actual cost of the event (add numbers 2a-6 to get total cost): _____
8. Attach receipts for verification of event purchases (**receipts must add up to at least the grant amount you received**).
9. Attach any marketing materials and pictures (**please email digital photos**).
10. Overall rating of the event based on participation and/or non-participation:

11. Overall concerns and/or issues relating to the event:

12. Overall rating of the event based on location:

Signed by: _____
Association President

Date: _____