



# LEHSO End of Year Event Report

Each Committee is responsible for completing this report at the end of the school year to summarize the event. Please give the completed report to the LEHSO President or Vice President before May 15<sup>th</sup>.

**Committee Name:** \_\_\_\_\_

<i>Date and Time of Event:</i> _____
<i>Location:</i> _____

*Committee Members:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Number of Volunteers Needed:* \_\_\_\_\_ *Actual Used:* \_\_\_\_\_

<i>Did you use donations? (supplies)</i>	<i>Yes</i> _____ <i>No</i> _____ <i>If yes, provide the following:</i>
<i>Item</i>	<i>Received From (include contact person and phone number)</i>

## Financial Information

**Budgeted Expenses:** \$ \_\_\_\_\_ **Actual Expenses:** \$ \_\_\_\_\_

*If the expenses exceeded the budgeted amount, was it approved by the LEHSO Members/Executive Board?*

Yes  No  Please explain why the expenses were exceeded:

\_\_\_\_\_

\_\_\_\_\_

**If you did not have a budget, but had expenses, how were these items paid for?**

Participant Fees  Donated Monies

*Please itemize the event expenses on the back of this form*

**Itemized Expenses**

<i>Item/Provider</i>	<i>Amount</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenses:</b>	\$

**Monies Donated**

<i>Received From</i>	<i>Amount</i>
	\$
	\$

*Did this event run as expected? Could something be changed to improve it for next year?  
Please comment on this event and give recommendations for next year's committee.*

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*Form Completed by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Give this completed form to the LEHSO President or Vice President by May 15<sup>th</sup>. Thank You.*