

OANS Event Report Form

(Instructions: Meet Director to send completed form to Executive Director, with copy to Treasurer together with any surplus or amount due. Also, email list of new members to NSOS director.)

Event: _____

Date/Time: _____

Type: _____

Location: _____

Meet Director: _____

Others: _____

Number of starts: _____

Number of participants: _____
(Count every person, not just the number of starts)

Income:

Event fees _____

Expenses:

Food/drinks: _____

Equipment: _____

Prizes: _____

Travel expenses: _____

Other: _____

Total expenses: _____

Any other adjustments:

Amount submitted/billed to Treasurer: _____

Checklist:

_____ Have event registration forms been sent to Executive Director (E.D.)?

_____ Is Meet report "published" on Web Site?

_____ Are participant's names complete and legible for NSOS director?

_____ Have reports been sent to E.D., Treasurer and NSOS director (see top of page)?

_____ Don't forget to list new members on p. 2.

New Memberships Received at Meet

<u>Gender</u> (M/F)	<u>Year of Birth</u>	<u>Member Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

2012 Contacts:

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Pam James