



### Closing report for Money Earning Activity

Complete and submit this form within two weeks following your money earning activity.  
Email the completed form to [gshelper@comgirlscouts.org](mailto:gshelper@comgirlscouts.org)

Please complete this form and submit with any related documentation within two weeks following your event.

Check type of event: Troop/Group/Other \_\_\_\_\_  
Community \_\_\_\_\_

COMMUNITY: \_\_\_\_\_ Troop \_\_\_\_\_ Level \_\_\_\_\_

1. Adult in Charge of the Project:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_

Month Day Year

3. Type of Event: \_\_\_\_\_

4. Location of Event \_\_\_\_\_

5. Income: \_\_\_\_\_ Expenses: \_\_\_\_\_ Profit: \_\_\_\_\_

6. Did you receive an individual or corporate donation ? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name and address of the donor and donation received.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Type of Donation: \_\_\_\_\_

(i.e.; supplies, paper goods,, food products)

Donation \$ Amount: \_\_\_\_\_

(i.e.; Cash, Check or gift card)

Donations more than \$250.00 the donor will receive an official Council acknowledgement.

Please use the back of this page to provide any additional information about your event tht may help others in their money earning efforts (what did you do that was successful?, what would you do differ-ently?, what were your challenges or celebrations?).