

Lackawanna College Fundraiser Follow Up Form



(Submit within 10 days after completion of event/activity)

Fundraiser Information

Name of Fundraiser:	Date(s):
Fundraiser Contact:	
Department:	
Student Organization or Cause:	
Final Attendance:	Final Direct Costs:
Final Gross Amount Raised:	Final Net Amount Raised:

Please attach:

- A list of all revenue and expenses.
- Copies of all receipts and other applicable documents.
- A list of names of donors, sponsors, or in-kind donors who contributed to your fundraiser and what they contributed. Please include names, addresses, phone numbers, and email addresses.
- A list of award recipients and prizes received, including the value of the prizes.

If funds were raised for an outside organization, when and how did you deliver the funds?

Did you find this activity to be a success? Why or why not?

_____ Signature of Fundraiser Contact	_____ Date
_____ Signature of Supervisor	_____ Date
_____ Signature of VP of College Advancement	_____ Date