

BOUMI SHRINERS

TEMPLE ACTIVITY PLANNING FORM

Proposed Activity _____

Proposed Date(s) _____

Alternate Date(s) _____

Chairman or Director _____

Address _____

Home phone _____ Cell phone _____

Email _____

Type of Activity (check all that apply)

- Nobility Activity Nobility and Ladies Activity Ladies Activity
 Family Activity Temple Fundraising Activity Community Activity
 Shriners Hospitals Fundraising Activity

Estimated number of nobles to be involved in this activity _____

Please remember that the Board of Directors has a strict policy - no minors (under 21 years of age) at any event with an open alcohol station

Section 1—Activity Description

(In the space below, answer the questions *what, where, when* and *how* about the proposed activity. Be specific as to what the proposed activity is intended to accomplish and the benefits to Boumi Temple and its members.)

Section 4—Activity Approval

To the Activity Chairman:

Submit two (2) copies of this activity proposal to the Recorder.

Recorder Approval _____ Date _____

To the Recorder:

After you have reviewed and approved all sections of the proposal, sign, date and forward it to the Potentate for approval.

Potentate Approval _____ Date _____

Section 5—Final Report Format

The final report for this temple activity should follow the outline below and should be as complete as possible.

Front Page

- a. The name and date of the activity
- b. Indication that it is a final report
- c. Date report was submitted to the Recorder

Capsule Summary of What Occurred

- a. Date
- b. Place
- c. Attendance
- d. Net financial proceeds (profit or loss)
- e. Significant events and significant assistance

Evaluation of the Event

- a. What went well
- b. What did not go well
- c. Unanticipated problems
- d. Recommendations for improvement

The Committee

- a. If a committee was utilized, list the members
- b. List significant individual helpers

Financial Accounting

- a. Summary of Revenue
- b. Summary of Expenses
- c. Calculation of net Revenue

Include Attachments

- a. Copy of the Temple Activity Planning form used to gain project approval
- b. Samples of letters used to solicit assistance, express gratitude for help or seek advice
- c. Copies of all contracts entered into by the temple for the event
- d. Net financial proceeds (profit or loss)
- e. Significant events and significant assistance

BOUMI TEMPLE
SPECIAL EVENTS APPROVAL FORM

This form is to be completed by the Chairman and given to the Potentate, Treasurer and Recorder prior to the monthly Business Meeting (if possible). After approval, a signed copy will be returned to the Chairman for filing.

EVENT DETAILS:

Name of Event: _____

Date: _____

Place: _____

Time: _____

COMMITTEE IN CHARGE:

Chairman: _____

Member: _____

Member: _____

Member: _____

Copy: Potentate

Treasurer

Recorder

Unit or Club Head

BOUMI TEMPLE
SPECIAL EVENTS EXPENDITURE REPORT

Total Tickets Sold _____

Complimentary Tickets:

Name: _____

Name: _____

Name: _____

Name: _____

Total Attendance _____

Gain/Loss:

Total Receipts \$ _____

Total Expenditures \$ _____

Total Gain/Loss \$ _____

(Subtract expenditures from receipts for gain/loss.)

Copy: Potentate

Treasurer

Recorder

Unit or Club Head

**BOUMI TEMPLE
SPECIAL EVENTS EXPENDITURE REPORT**

<u>DESCRIPTION</u>	<u>AMOUNT</u>
FOOD	\$ _____
ENTERTAINMENT	\$ _____
DECORATIONS	\$ _____
ADVERTISING	\$ _____
ROOM RENTAL	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENDITURES	\$ _____

Copy: Potentate
Treasurer
Recorder
Unit or Club Head

BOUMI TEMPLE
SPECIAL EVENTS RECEIPTS REPORT

_____ Tickets Sold At \$ _____ = \$ _____

_____ Tickets Sold At \$ _____ = \$ _____

_____ Tickets Sold At \$ _____ = \$ _____

OTHER RECEIPTS

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

TOTAL RECEIPTS \$ _____

Copy: Potentate

Treasurer

Recorder

Unit or Club Head