

Girl Scouts of Shagbark Council Service Unit Event Attendance/Expense Report

Please attach a copy of the event flyer (if there was one) and submit no later than
2 weeks after the event to your Service Unit Director.

Service Unit _____
 Service Unit Director _____
 Event Director _____
 Name of Event _____
 Event Date _____
 Event Description _____

INCOME

Service Unit Budget Amount \$ _____
Participant Fees \$ _____ x _____ **Girls** \$ _____
 \$ _____ x _____ **Adults** \$ _____

EXPENSES

Refer to the Service Unit POW Budget to determine allowable expenses.

ATTENDANCE

Grades	White	+ Other Races	=	Total
K-1	_____	+ _____	=	_____
2-3	_____	+ _____	=	_____
4-5	_____	+ _____	=	_____
6-8	_____	+ _____	=	_____
9-10	_____	+ _____	=	_____
11-12	_____	+ _____	=	_____
Non-Scouts	_____	+ _____	=	_____
Adults	_____	+ _____	=	_____
GRAND TOTAL				_____

ITEM(S)	PURCHASED FROM	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL EVENT EXPENSE		_____

Service Unit Director Approval _____
 Date _____