



# PHILANTHROPY/COMMUNITY SERVICE PROGRAM REPORT

Return this form 7 days after event.

The Fraternity/Sorority Philanthropy/Community Service Chair must accurately enter information.

Return completed form to Student Involvement in Clark Hall, Suite 140. Keep a copy for Standards of Excellence.

Sorority/Fraternity: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ Philanthropy (Fundraising) *Document **planning** hours only*

\_\_\_\_\_ Community Service (Direct) *Document service hours*

\_\_\_\_\_ Indirect Service (food drives, etc.) *Document service hours*

**General Information:**

Benefiting Organization(s): \_\_\_\_\_ Contact: \_\_\_\_\_

Purpose: \_\_\_\_\_

Sponsors: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

**Staffing:** The number of participating members multiplied by the number of hours each member worked.

Example: 50 Members x 3 Hours Each = 150 Hours

30 Members x 2 Hours Each = 60 Hours

TOTAL = 210 Hours

\_\_\_\_\_ Members x \_\_\_\_\_ Hours Each = \_\_\_\_\_ Hours

\_\_\_\_\_ Members x \_\_\_\_\_ Hours Each = \_\_\_\_\_ Hours

\_\_\_\_\_ Members x \_\_\_\_\_ Hours Each = \_\_\_\_\_ Hours

TOTAL = \_\_\_\_\_ HOURS

**Cost to Host Event (ie: facilities, advertising, equipment, etc.)**

TOTAL COST : \$ \_\_\_\_\_

**Amount of Money Raised:**

TOTAL AMOUNT DONATED: \$ \_\_\_\_\_

YEAR TO DATE AMOUNT DONATED: \$ \_\_\_\_\_

**Pros and Cons of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How did you advertise for this event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* Please provide advertising material used to promote the event \*\*\*\*\*

**Verification:** Please attach verification of hours and money donated. A letter from the benefiting organization will suffice.

Signature of Philanthropy/Community Service Chair \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Received on (date) \_\_\_\_\_ by Student Involvement

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_