



# CIRCLE PROJECT COMPLETION FORM

(Project II)

*Please Type or Neatly Print All Information*

**DATE SUBMITTED:** \_\_\_\_\_

**I. CIRCLE(S) PARTICIPATING** \_\_\_\_\_

**II. CONTACT INFORMATION**

**Project Chair:** \_\_\_\_\_

Phone numbers: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: (street, city, zip) \_\_\_\_\_

**Circle Treasurer:** \_\_\_\_\_

Phone numbers: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: (street, city, zip) \_\_\_\_\_

**III. EVENT DESCRIPTION**

1. Name of Event: \_\_\_\_\_

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

3. Location of Event: \_\_\_\_\_

4. Attendance at Event \_\_\_\_\_

**IV. EVALUATION:**

1. Number of volunteers involved in this project and hours worked:

Type of Volunteer	Number Involved	Hours Worked
Circle Members		
Non-Circle Members		
Paid Staff/Help		

2. Do you consider this project successful?       NO    YES

3. Why or Why Not \_\_\_\_\_

4. Would you do it again? \_\_\_\_\_

**V. FINANCIAL REPORT:**

**1. Total Income:** \$

- A. Breakdown of Income:
  - i. Tickets \$ \_\_\_\_\_
  - ii. Food/Beverage \$ \_\_\_\_\_
  - iii. Sales \$ \_\_\_\_\_
  - iv. Auction \$ \_\_\_\_\_
  - v. Chance Tickets \$ \_\_\_\_\_
    - 1. # Tickets Sold \_\_\_\_\_
    - 2. Price Per Ticket \_\_\_\_\_
  - vi. Other Income \$ \_\_\_\_\_ (specify \_\_\_\_\_)

**2. Total Expenses:** \$

- A. Breakdown of Expenses:
  - i. Rental \$ \_\_\_\_\_
  - ii. Food/Beverage \$ \_\_\_\_\_
  - iii. Entertainment \$ \_\_\_\_\_
  - iv. Promotion/Printing \$ \_\_\_\_\_
  - v. Decorations \$ \_\_\_\_\_
  - vi. Permits / Licenses \$ \_\_\_\_\_
  - vii. Other \$ \_\_\_\_\_ (specify \_\_\_\_\_)

**3. Total Sponsorship:** \$

A. List of Sponsors & Amounts donated (submit additional sheets if necessary)

Sponsor Name	Amt Donated	Cash or In kind

**4. Net Profit:** \$

**5. Total Amount Given to KD Office (to benefit CHKD):** \$

Breakdown: Apply to Endowment Campaign: \$ \_\_\_\_\_  
 Apply to CHKD General Donation Fund \$ \_\_\_\_\_

6. Date Presented to KD office \_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT!**

Please submit this completed form along with check for the total profit to the KD office within 30 days of this project. Presentation may be made at next KD Connect Meeting if it falls within 30 days of the completion of the project. A Mock check presentation may also be arranged. Call the KD office if you have any questions. (See also Leaders' Manual for further information on "Project Approval Process" and "Project Completion Process")