

PROGRAM EVENT EVALUATION AND FINAL BUDGET REPORT

Mail this report with the Guidelines For Planning Events checklist to:
Girl Program Director, Girl Scouts, Tarheel Triad Council,
8818 W. Market St., Colfax, NC 27235

Leader _____ Troop # _____ Program Level _____
Address _____
Street City Zip
Phone _____ Email _____
Number of girls _____ and adults _____ who planned and carried out the event.

Event information:

Number of participants _____ Program level of participants _____

Based on the participants' evaluations, we would rate the event as being:

_____ Very successful _____ Successful _____ Not successful as planned

Please explain:

What did your girls gain from planning and carrying out this event?

What advice would you give to others who might plan a similar event?

Can we share your name and phone number/email address with other leaders who may want to discuss this program event? yes no

A Actual Budget Income

Event fees collected \$ _____
Troop funds \$ _____
Other sources \$ _____
Total income \$ _____

B Actual Budget Expenditure

Site rental \$ _____
Materials \$ _____
Recognitions \$ _____
Program consultants \$ _____
Promotion \$ _____
Postage, Mailings \$ _____
First Aid \$ _____
Other \$ _____
Total expenditures \$ _____

C Actual Budget Summary

Total income \$ _____
Total expenditures \$ _____
Profit (minus troop funds used) \$ _____