**Event and Fiscal Management Plan**

*“Submit a detailed event and fiscal management plan in line with the mission and purpose of the organization.”*

The event and fiscal management plan should begin with the term of your review and include projections for the three (3) subsequent terms. *If you will not be in a leadership role, consult with individuals who plan to remain active or do your best to diagram what the organization may do in future terms based on past precedent.* Estimations of cost are acceptable; any expense over $75.00 needs to be itemized. Delete any unused rows. If your organization is inactive in summer, simply state that in the first row. Weekly meetings/practices can be summarized in one row. Please note: this should include all events *and/or* fiscal transactions of the organization. (e.g.: events that have no cost should be listed as well as fiscal transactions that are not part of an event.)

**(Delete the header and instructions before submitting.)**

Organization Name: Date Submitted:

Organization Mission Statement:

Event and Fiscal Management Overview: (use this space to describe budget functioning such as revenue generated, publishing costs, merchandise savings, department allotments, etc.)

Spring 2018:

|  |  |  |
| --- | --- | --- |
| Date | Event | Cost (if any) |
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|  |  |  |
|  |  |  |
|  |  |  |

Summer 2018:

|  |  |  |
| --- | --- | --- |
| Date | Event | Cost (if any) |
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|  |  |  |
|  |  |  |

Fall 2018:

|  |  |  |
| --- | --- | --- |
| Date | Event | Cost (if any) |
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|  |  |  |
|  |  |  |
|  |  |  |

Winter 2019:

|  |  |  |
| --- | --- | --- |
| Date | Event | Cost (if any) |
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