

----- **POWER SQUADRON**
A Unit of United States Power Squadrons®
SAIL AND POWER BOATING
Location information goes here.....if needed

ACTIVITY RECORD

Name or Nature of Activity: _____ Date: _____

Responsible Sub-Committee, if any: _____ Chairman: _____

Responsible Committee: _____ Chairman: _____

Activity Location: _____

Proprietor or Other Site Contact: _____

| | | | |
|-------------------------------|-------|---------------------------------|-------|
| Number of Members' Boats: | _____ | District and National Officers: | _____ |
| Number of Guests' Boats: | _____ | | |
| Number of Local Members: | _____ | | |
| Number of other USPS Members: | _____ | | |
| Number of Guests: | _____ | | |
| TOTAL PARTICIPATION: | _____ | | |

Members Participating (for committee members, note hours worked in parentheses):

Itemized Expenses:

Categorized Revenue:

| | |
|--------------------|-------|
| Total Revenue: | _____ |
| Total Expense: | _____ |
| Net Income/(Loss): | _____ |

Prepared by: _____ Date: _____

The following are suggestive of additional items that should be detailed in planning and will be of most help to organizers of future similar activities. Not all subjects apply in every case.

Authority (requesting officer, applicable by-law, annual, etc.) _____

Summary of Program _____

Food and/or Refreshment Arrangements, Menu _____

Entertainment (type, source, quality) _____

Theme/decorations _____

Awards or prizes (source, description, recipients) _____

Support by other committees _____

Outside services engaged (names, services performed) _____

Action timetable for benefit of future organizers _____

Communication/Promotion _____

Permits or licenses required _____

Materials and equipment used _____

Problems encountered (and remedy) _____

Recommendations for planning of future similar activities _____

Cc: Commander, Merit Mark Chairman