

*Funds must be deposited within 5 days of receipt of funds,  
not within 5 days of event date.*

**Student Activities  
Activity Report - Ticket Sales**

*All fields must be completed.*

School: \_\_\_\_\_ Club Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Club Sponsor: \_\_\_\_\_

<b>Ticket beginning number</b>	<b>Ticket ending number</b>	<b>Number of tickets sold</b>	<b>Price per ticket</b>	<b>Total Sales</b>

Tickets and change fund issued to: \_\_\_\_\_

Amount of change fund issued: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Total Cash Collected: \$ \_\_\_\_\_

Less Change Fund: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Change fund received by: \_\_\_\_\_ Date: \_\_\_\_\_

Tickets sales submitted for deposit by: \_\_\_\_\_ Date: \_\_\_\_\_

Proceeds received and safeguarded by: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_