**Saanich Lacrosse Association** 

**Team Summary**

|  |  |
| --- | --- |
| **Team Name** |  |
| **Coaches Names** |  |
| **Manager Name** |  |
| **Team Treasurer**  **(if applicable)** |  |
| **Date submitted**  **(to SLA Treasurer)** |  |

Please include the following information on this summary form. If you have any questions throughout the season regarding this form or the information required please speak to your V.P. or the Treasurer.

**1. Summary of income**

* Provide a list of monies received to fund team activities. You may have separate sheet to record jersey deposits, additional team money provided by parents to cover extra costs, fundraising activities and/or sponsorship funds.
* To assist you, an excel template has been provided to use.

**2. Summary of expenses**

* Provide a list of money paid out to support team activities and expenses. You may have separate sheet to record tournament fees, travel costs for non-parent coaches, fundraising costs, 3 on 3 tournament supplies, wind up party, gifts and/or team give-aways.
* To assist you, an excel template has been provided to use.
* NOTE: all receipts (either originals or copies) must be submitted at the end of the season with this summary to the SLA Treasurer.

**3. Summary of activities**

Please provide a brief written summary of the following items.

* Number of players
* Tournaments participated in
* Sponsorship/fundraising activities
* Season (team) highlights (note: this section is important to the Saanich Lacrosse Association, as it provides information for our club’s submission for the BC Community Gaming Grant)

**4. Documents attached**

Please list the documents and receipts you are attaching to this summary. It would be helpful to have the documents in order of your written summary.   
  
  
  
**5. Signatures**   
  
  
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Team Manager + Phone number Date   
  
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Coach(s) + Phone number Date   
  
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Coach(s) + Phone number Date

**For Treasurer Use Only**

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| --- | --- |
| Date Received: | Method: |