



OY /BADGE EVENT REPORT

(Event Organiser to complete and forward to the Club Treasurer)

DATE: ___/___/___ CLUB: _____ EVENT TYPE: _____
BBQ, BUQ, ENQ, PLQ, RRQ, SOQ, TFQ, TTQ, UGQ, OY, Badge, Special

ORGANISER: _____ MAP: _____

CONTROLLER: _____ WEATHER: _____

CASH COLLECTED ON DAY

Entry entry fees \$ _____

Other Inc.(attach details) \$ _____

Other Inc.(attach details) \$ _____

OQ INCOME OWING (a) \$ _____

(Most entry fees will be prepaid by bank transfer to OQ)
(Club SI Hire should be deducted below)

EVENT ENTRIES

TOTAL ENTRIES _____

TOTAL PARTICIPANTS (For SRQ Statistics) _____

NB: A group or family going out with one map is deemed to be one entry but multiple participants. A participant who pays to go out a second time is an extra entry.

INJURY REPORT Did an injury or incident occur? (please ✓) YES [] NO []

If YES, complete an INCIDENT REPORT FORM and email to: - secretary@oq.asn.au

CLEANUP Was the event arena inspected and left as found? (please ✓) YES [] NO []

If there were issues, complete and send in the incident report form as above

REIMBURSEMENT OF EXPENSES

The organizers fee is split between the organiser's for travel and other expenses. A deduction of 50c/participant should be made for club consumables (cups, print paper, map sealing, toilet paper , etc) if club trailer used.

Deduct any income owing to OQ from the total expenses below and email form to OQ within 2 weeks of event.

EVENT EXPENSES & DEDUCTIONS

Organisers' Fee (split) \$
Club consumables @50c/participant \$
Map printing costs \$
Club SI Hire \$
Other: \$
TOTAL EXPENSES (b) \$
NET OWED/(OWING) (b) - (a) \$

Table with 2 columns and 4 rows. Row 1: ORGANISERS' FEE (up to 3 return trips x km's travelled x 30c/km)-club to pay organisers. Row 2: DETAILS: (empty). Row 3: (empty). Row 4: (empty).

To be SPLIT between organiser, course setter and controller by club, depending on cars used.

Net Monies Owing/ Payable

Club Treasurer to complete

AMOUNT CLAIMED FROM OQ Net owed \$ _____ AMOUNT OWING TO OQ Net owing \$ _____

If money owing to OQ - transfer/ deposit at Bank of Qld, BSB 124-084 Account No: 22968522, Orienteering Queensland Inc. with club and event name in description.

Club Treasurer's Signature: _____ Date ___/___/___

Club Treasurer to email forms to: OQ Treasurer at: treasurer@oq.asn.au WITHIN 2 WEEKS