



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: Description, Amount. Includes header for Organisers' Fee and a section for DETAILS.

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