Canadian Children's Optimist Foundation

OUTSOURCING PROGRAM · SCHEDULE C

Project Status Report and Reimbursement Request

Fill in this form on your computer, save it and send it to info@ccof-foec.org.

Type of report

☐ Interim ☐ At September 30 (ongoing project) ☐ Final

1 Project

Project name

Project number

2 Optimist Club

Club number

Club name

Year club chartered

Club address

3 Person responsible

Name

Member number

Telephone

Email

4 Progress

How is your project progressing?

Estimated completion date

5 Detailed budget

Revenue	Budget	Actual
Donations *		
Sales (event tickets, chocolate bars...)		
Lottery (50-50, bingo, raffle, auction)		
Sponsorship **		
Gifts in kind, estimated ***		
Down payment of the club		
Other (government or municipal grant...):		
Total revenue [A]		

Costs to fundraise	Budget	Actual
Material		
Labour (professional services, catering...)		
Marketing (promotional items, printing...)		
Operating costs (permit, rental, transport...)		
CCOF administration fees (see Schedule D)		
Subtotal [B]		

Costs of the project itself	Budget	Actual
Material		
Labour (professional services, catering...)		
Marketing (promotional items, printing...)		
Operating costs (permit, rental, transport...)		
Other:		
Other:		
Subtotal [C]		
Total costs [B + C]		
Net [A – (B + C)]		

Definitions

* Donation : a voluntary transfer of cash without valuable consideration to the donor.

** Sponsorship : giving money in return for the chance to advertise or promote a product or service.

*** Gift in kind : a non-cash gift of property, such as artwork, equipment, securities, or cultural and ecological property.

6 Signature

Signature, club officer

Date (YYYY-MM-DD)

Foundation approval: name

Signature

Date (YYYY-MM-DD)