



OSAA / U.S. Bank / Les Schwab Tires EVENT MANAGEMENT & TICKET REPORT

To receive OSAA reimbursement, this form must be completed.
Use only one form per game report.
Please submit within one week of contest.



Click here to use the new [Editable Form](#)

_____ vs. _____ Class: _____ Date of game: _____

Reimbursement for Expenses

Do Not Deduct From Gate Receipts

Sport: _____ Boys Girls (Check one)

_____ Ticket takers @ \$20.00 per game = \$ _____
_____ Ticket sellers @ \$20.00 per game = \$ _____
_____ Announcer @ \$20.00 per game = \$ _____
_____ Clock @ \$20.00 per game = \$ _____
_____ Score Book @ \$20.00 per game = \$ _____
_____ Supervision @ \$20.00 per game = \$ _____
Other with prior approval: _____ = \$ _____
Other with prior approval: _____ = \$ _____
\$ _____

Approval must be granted by the OSAA for any expense that is beyond your normal expenses to host a league game. These might include, but would not be limited to, field rental, additional security or police, portable bleacher rental, portable restrooms. **Receipts must be attached.**

TICKET SALES - The OSAA auditor has requested a record of beginning and ending ticket numbers.

SCHOOLS WILL BE HELD RESPONSIBLE FOR TICKETS SOLD AND CASH RECEIVED.

Event	Event	No.	
Begin # -	Ending #	= Sold	x Price = TOTAL \$

Student

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Adult

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reserved

_____	_____	_____	_____	_____
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*TOTAL \$ _____ *Please attach check.

Send to:

**Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070**

School: _____

Address: _____

MAKE ADDITIONAL COPIES AS NEEDED

Principal / AD Signature: _____