

# CHAIRPERSON'S REPORT FORM

Date of Service: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Number of guests registered: \_\_\_\_\_

**Chairperson:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Please complete one form for your hosting.**

**Clubhouse Income Summary:**

Cash \_\_\_\_\_ \$ \_\_\_\_\_  
 Check \_\_\_\_\_ \$ \_\_\_\_\_  
 PayPal \_\_\_\_\_ \$ \_\_\_\_\_ (member should have copy of PayPal payment)  
 Voucher \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Income reported \$ \_\_\_\_\_

**Membership Income Summary**

Cash \_\_\_\_\_ \$ \_\_\_\_\_  
 Check \_\_\_\_\_ \$ \_\_\_\_\_  
 PayPal \$ \_\_\_\_\_  
 Total Income reported \$ \_\_\_\_\_

**Clubhouse Expense Summary:**

Expenses (food, etc.) \$ \_\_\_\_\_ (attach **Request for Payment** form and **receipts**)

**Determination of vouchers earned:**

Note: As Lodge Chairperson, **only you** will not be charged for the actual time you serve. However, please fill out a "Billing and Registration" form for yourself for days and meals of service with zeros entered for the various dollar items during your hosting period. You can use the vouchers you earned this stay to pay for others usage during your stay (such as spouse or co-hosts) and you can use them to pay for your stay when not hosting.

We want to thank you for your contribution to the operation of the Lodge. Without volunteers like you, we would not be able to operate the Lodge for our members. Lodge chairpersons are given vouchers to help compensate for their efforts in running the Clubhouse and completing all paper work, in the following manner:

<b>For a full weekend</b>		<b>For a holiday period (day)</b>	
2 night, 1 supper, 2 breakfasts		1 night, 1 supper, 1 breakfast	
# of guests	# of vouchers	#of guests	#of vouchers
up to 11	2	up to 11	1
12-24	3	12-24	2
25-39	4	25-39	3
40 & above	6	40 & above	4

Total vouchers earned (@\$33 ea.) \_\_\_\_\_

# of vouchers used this period for **self or others** \_\_\_\_\_

Balance due \_\_\_\_\_