

AFTER ACTION REPORT (AAR)

AARs are due **NLT 14 calendar days** after the event, and have to be sent to Melanie Presley (DSN 314-526-9036), email usarmy.bavaria.imcom-fmwrc.list.po-frg@army.mil. The report must include a summary of the event (**including planning, execution, problems, how proceeds were of will be spent, and suggestions for the next event**).

1. Provide the following information:

Name of Organization/SFRG: _____

Type of Fundraiser: _____

Start Date of Event: _____ Date of Conclusion: _____

Name/phone number/email address of person submitting AAR:

2. Financial Summary:

Total Collected*: _____

Less Prepaid Expenses**: _____

Less Cost of Goods Sold***: _____

Total Revenue: _____

***Total Collected** is total money collected from all sources during event

****Expenses** include rented space, advertising, etc.

*****Cost of Goods Sold** is the cost of all goods purchased for resale, both before and during the event.

3. Funds will be used for: (detailed description of Usage of Funds)

4. Please write a summary below (short description if event went well and was a success, if location was suitable etc.) continue on separate page if necessary.

(Signature of Event Coordinator)