

## **AFTER ACTION REPORT (AAR)**

AARs are due **NLT 14 calendar days** after the event, and have to be sent to Lea Fischer (DSN 314-526-9036), email [usarmy.bavaria.id-europe.list.dfmwr-nfe@army.mil](mailto:usarmy.bavaria.id-europe.list.dfmwr-nfe@army.mil). The report must include a summary of the event (**including planning, execution, problems, how proceeds were or 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)