

**OREGON SWIMMING  
MEET FINANCIAL REPORT**

**Club Name** \_\_\_\_\_

**Club Contact** \_\_\_\_\_

**Club Address** \_\_\_\_\_

**Sanction Number** \_\_\_\_\_

**Meet Dates** \_\_\_\_\_

**Type of Meet** \_\_\_\_\_

**Meet Director** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Meet Referee** \_\_\_\_\_

**INSTRUCTIONS**

At the conclusion of your meet, follow these instructions:

- a) In **Meet Manager**, create and print off the **Entry Fee Summary**
  - Go to **REPORTS**
  - Click on **SCHOOLS**
  - Click on **ENTRY FEE SUMMARY**
    - Enter the **Athlete Surcharge** (and make sure your Event Set-ups include the splash fees)
    - Check "include scratches and exhibition swims"
  - Click on **Create Report** at the top of the screen >>> Print Report
- b) Complete the form below with the info from the **ENTRY FEE SUMMARY**
- c) Submit the Entry Fee Summary, this completed form, and your check (made out to Oregon Swimm

<b>Travel Fund (TF) Revenue</b>			
	<b>OSI Fee</b>	<b>Entry Info</b>	<b>Total Owed</b>
TF Splash Fee - Individuals	\$0.50	x <span style="background-color: #f8d7da; border: 1px solid #ccc; display: inline-block; width: 60px; height: 15px;"></span>	(number of splashes) = \$0.00
TF Splash Fee - Relays	\$2.00	x <span style="background-color: #d1ecf1; border: 1px solid #ccc; display: inline-block; width: 60px; height: 15px;"></span>	(number of Relays) = \$0.00
TF Surcharge	\$3.00	x <span style="background-color: #d4edda; border: 1px solid #ccc; display: inline-block; width: 60px; height: 15px;"></span>	(number of swimmers) = \$0.00
<i>Fines due to late Submission</i>			
Total Travel Fund Revenue			<b>\$0.00</b>
send check to OSI			<b>\$0.00</b>

**For Information Only**

Did you charge a Facility Use Fee? \_\_\_\_\_

What was the fee? \_\_\_\_\_

Did it all get paid to the Facility? \_\_\_\_\_

11/3/2016