

# OUTDOOR CLUB OF SOUTH JERSEY

## Activity Financial Brief

Please fill out and attach any Contract Documentation. Refer to Group Activity Policy at the OCSJ website for more information

DATE SUBMITTED: \_\_\_\_\_

TRIP LEADER: \_\_\_\_\_

(name, phone# or email) \_\_\_\_\_

\_\_\_\_\_

### TRIP DETAILS

EVENT DATE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

ADVANCE REQUESTED                      DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

### PAYMENT SCHEDULE

INITIAL DEPOSIT:

DUE DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

SECOND PMT:

DUE DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

BALANCE:

DUE DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

AT RISK AFTER

DUE DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

Please return to Activity Chairman and Treasurer.