



## PORTLAND JR HAWKS FUNDRAISER REPORTING FORM

All PJH fundraisers (whether sponsored by a team, individual or group of individuals) must be reported to the association through the use of this form. The form is due within 4 weeks of the close of the event, at which time 5% of the proceeds from the event is also due and payable to the PJH association.

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**Name or Description of the Fundraiser** \_\_\_\_\_

**Date(s) Held** \_\_\_\_\_ **Event Location** \_\_\_\_\_

**Event Coordinator** \_\_\_\_\_

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

**Sponsoring Team(s), Group or Individual** \_\_\_\_\_

**Proceeds** \_\_\_\_\_ **Amount Due (5% of proceeds)** \_\_\_\_\_

\_\_\_\_\_ **Please take the amount due out of our team checking account**

\_\_\_\_\_ **Enclosed is a check for the amount due  
(Make check payable to Portland Jr Hawks)**

**This Form Submitted by** \_\_\_\_\_

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

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*Please place the completed form (and payment if remitting by check) in the PJH Treasurer's mailbox at Valley Ice Arena or send via US mail to:*

*Portland Jr Hawks Association  
PO Box 1523  
Beaverton, OR 97075*

*(If payment is to be taken directly out of the team checking account, you may also email this completed form to [treasurer@portlandjrhawks.org](mailto:treasurer@portlandjrhawks.org) )*

For Treasurer Use Only

Date Received \_\_\_\_\_

Once this transaction is processed, please provide this form to the Fundraising Director.