

Alpine Host Report — OVERNIGHTS & EVENTS

Club Events are open for all Members and Guests and may be planned far in advance. Examples include overnights, holidays & social gatherings

Complete and mail with in 10 days of the end of your stay!

Name of Trained Host:	<input type="text"/>	Event Dates:	<input type="text"/>
Email Address:	<input type="text"/>	Description:	<input type="text"/>

Income - Accommodations	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	total			TOTAL
# of Members:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 26.00	<input type="text"/>
# of Member Children (4-18):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 13.00	<input type="text"/>
# of Adult Associate Members:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 26.00	<input type="text"/>
# of Associate Children (4-18):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 13.00	<input type="text"/>
Adult Associate Member Dues:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 10.00	<input type="text"/>

*Children 4 – 18: \$13 per night. No fee for children under 4.

Total Accommodations Income	<input type="text"/>
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Income - Meals

Meals per Event (Members):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Member Children*):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Associate):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Associate Children*):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Breakfasts:	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>

Total Meal Income	<input type="text"/>
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Donations

Miscellaneous Income

	<input type="text"/>
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Gross Event Income = [1] + [2] + [3] + [4] =

	<input type="text"/>
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Expenses (submit receipts):

Food:	<input type="text"/>
Decorations:	<input type="text"/>
Other:	<input type="text"/>

Total Event Expenses =	<input type="text"/>
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Supplies for Alpine Lodge:

	<input type="text"/>
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Net to Alpine Lodge = [5] - [6] - [7] =

	<input type="text"/>
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Complementary Overnights? Check one -->>

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Total \$\$ Comped -->>

<input type="text"/>

Please make check payable to **Alpine Lodge**. (not CAC, not California Alpine Club, not Alpine Club)

Send the following to the Alpine Lodge Trustee:

1. This Report
2. Member-Associate Member Log
3. Leave No Trace Check Out form
4. Inventory Essentials
5. Receipts for Lodge supplies, if any
6. **ONE CHECK from HOST or VENMO payment**

(Write the date of your event in the check/venmo memo)

Wendi Olmstead
1444 Sunrise Pkwy
Petaluma, CA 94954-1542
wendiolmstead@comcast.net
707-478-9344

VENMO: @Alpine-Lodge (NOT @Alpine-Lodge1)

Prepared by:	<input type="text"/>	Email:	<input type="text"/>	Date:	<input type="text"/>
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Staff Actions: Trustee will validate report and send check and report to Alpine Treasurer and Maintain files of backup data.

INSTRUCTIONS:

FOR EXEL DOC: FILL IN GREEN FIELDS ONLY - orange fields total automatically

IF YOU PRINT HOST REPORT BEFORE ENTERING DATA - fill all fields and calculate totals

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Rows 1 - 2: Fill out event information

Rows 3 - 6: Enter number of members, Associate Members and Children per night

Row 7: Enter Adult Associate Member nights from row 5, total and MULTIPLY by \$10

Row 8: TOTAL rows 3-7

Rows 9 - 13: If members are charged for meals, enter number of people, cost and TOTAL

Row 14: TOTAL rows 9-13

Row 15-16: Enter Donations and Misc Income if any

Row 17: TOTAL Income [1] [2] [3] [4]

Row 18: If meals are provided, enter food expenses*

Row 19-20: Enter additional expenses, if any

Row 21: TOTAL expenses (rows 18-20)

Row 22: Enter supplies purchased for Alpine Lodge if any

Row 23: SUBTRACT expenses [6] [7] from GROSS income [5]

Row 24: Report number of Complementary Overnights - if Any

* Expenses (row 21) should not exceed 50% of Total Meal Income (row 14) target for CAC events is 70%