

SAFEWAY COMPANIES EMPLOYEE ASSOCIATION  
PORTLAND DIVISION  
Revised February 2010



**SCEA EVENT FOLLOW-UP REPORT  
(REPORT DUE WITHIN TWO WEEKS AFTER EVENT)**

Date: \_\_\_\_\_ **Print** Store Advisor/Other Submitting Report: \_\_\_\_\_

Event Participating Store or Facility: \_\_\_\_\_

SCEA. Event Date: \_\_\_\_\_ SCEA Event Time: \_\_\_\_\_

SCEA. Event: \_\_\_\_\_ SCEA Event Location: \_\_\_\_\_

**REMINDER: Attach all receipts to this form**

How many SCEA Members attended this event? \_\_\_\_\_  
(Refer to the Event Participation Sign up Sheet from this event)

How Many SCEA Member Family & Guests attended this event? \_\_\_\_\_  
(Refer to the Event Participation Sign up Sheet from this event)

Total amount of Advanced Monies from Division SCEA Coordinator: \_\_\_\_\_

Total Amount of income received from event fees.....: \_\_\_\_\_

Other Event Income (itemize, if applicable).....: \_\_\_\_\_

**Line 1 TOTAL EVENT INCOME:** \_\_\_\_\_

Actual Expenditures: Refreshments (other than Form 120).....: \_\_\_\_\_

Entertainment.....: \_\_\_\_\_

Facility Rental.....: \_\_\_\_\_

Decorations.....: \_\_\_\_\_

Door Prizes.....: \_\_\_\_\_

(Reminder: Attach door prize recipient form)

Other Expense.....: \_\_\_\_\_

(Itemize on back of the Report)

**Line 2 TOTAL EXPENDITURES:** \_\_\_\_\_

If applicable, attach Form 120 (Pick Up and Correction) "At Cost" purchases (retail): \_\_\_\_\_

Print Store Manager or ASM Name: \_\_\_\_\_

Signature of Store Manager or ASM Name: \_\_\_\_\_

**Send this report, all receipts, all sign-up sheets, all F120's (pick up and correction), and all other supporting documents to SCEA DESK – PORTLAND DIVISION. Any leftover funds and/or proceeds must be sent back as a money order, payable to SCEA. It will be credited to your SCEA account**

**\*\*\*\*\*THIS REPORT IS DUE WITHIN TWO WEEKS AFTER EVENT\*\*\*\*\***