

Clinic Report

Fees and this report must be received by the treasurer within **two weeks** of the event.

Organizer's Name and Phone Number _____

Name and Dates of Clinic _____

Clinician's Name _____

The Organizer is responsible for the following:

Before the clinic:

- Contact Concession Manager about supplies, keys, if necessary.
- Keep track of receipts and expenditures.

After the clinic:

- Make sure that the stalls are left clean.
- Pick up litter and removing garbage from the barns, announcer's stand, bleacher area & grounds in general.
- Returning all equipment to its appropriate storage area.
- Cleaning the washrooms.
- Report any damaged equipment.

Written report

number of participants _____

number NDRC members _____ number of non NDRC members _____

Total clinic \$ fees received _____

Total \$ paid to clinician _____

\$ Other expenditures _____