## MINNESOTA STATE HIGH SCHOOL LEAGUE Region 7AA SECTION TOURNAMENT REPORT (APPENDIX L)

Team		nt				Activity & L	evel o	of Tournament			Sec	etion #
City/State/Zip:	This form must be	comp	leted and	d submit	ted <u>I</u>	<u>MMEDIATEI</u>			Tom I	Lenarz ary/Treas	surer	7AA
PARTICIPATION REPORT: LIST PARTICIPATING SCHOOLS:    GAME RESULTS		ation d	& Site M	lanager	:							
PARTICIPATION REPORT: LIST PARTICIPATING SCHOOLS:    GAME RESULTS							_					
GAME RESULTS  Team Score VS Team Score  Team Score VS Team Score  TICKET REPORT  STUDENT Beginning Ticket Number Ticket Number  Ticket Number Ticket Number Ticket Number  Total Student Receipts  Total Student Receipts  Ticket Number Ticket Number Ticket Sold Price Amou	Phone:						Ema	ıil:				
GAME RESULTS  Team Score VS Team Score  Team Score VS Team Score  TICKET REPORT  STUDENT Beginning Ticket Number Ticket Number  Ticket Number Ticket Number Ticket Number  Total Student Receipts  Total Student Receipts  Ticket Number Ticket Number Ticket Sold Price Amou    @\$ = \$  @\$ = \$  @\$ = \$  ADULT Beginning Ticket Number Ticket Numb	PARTICIPATION	N REI	PORT: I	LIST PA	RTI	CIPATING S	СНО	OLS:				
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TICKET REPORT   STUDENT   Beginning   Ending   Ticket Number												
STUDENT     Beginning Ticket Number     Ending Ticket Number     Tickets Sold     Price     Amount Am	1	eam			7				Team			Score
Ticket Number         Ticket Number         Image: Control of the process of the proc							EPC					
	STUDENT				T			Tickets Sold	Price		Amount	
Marcon   M		Ticket Number		iber	11	cket Number			@ <b>\$</b>	_	•	
Total Student   Receipts										_		
Total Student Receipts  @ \$ = \$  ADULT Beginning Ticket Number Ticket Number    Beginning Ticket Number   Ticket Sold   Price   And Ticket Number   And Student									<del> </del>	=	_	
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Image: Control of the contro	ADULT				T			Tickets Sold	Price			Amount
TOTAL STUDENT         TOTAL ADULT         TOTAL GAME         \$           TOTAL STUDENT         TOTAL ADULT         TOTAL GAME         \$		110	ket Num	iber	1	icket Number	-		@ <b>\$</b>		_	•
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TOTAL STUDENT TOTAL ADULT TOTAL GAME \$		Total	Adu	ılt	Rec	eipts				=	=	
DECEMPE DECEMPE	TOTAL STUDEN						JLT			ME		1
	DECEMBER				+	RECEIPT			RECEIPT			
Remit the total receipts to the Region Secretary. DO NOT make any payments from game receipts.  Summary of event & recommendations for next year's tournament	RECEIPTS											

## **EXPENSES:**

	District Employee Game Workers		
	Name	Amount	Assignment
	D'A'AE A CHD TOTAL		F:11: 00 1
	District Employees SUB TOTAL> TAX BENEFITS ( ) % =		← Fill in \$\$ Amount
	TAX BENEFITS ( )% =  District Employees TOTAL>		← Fill in \$\$ Amount ← Fill in \$\$ Amount
	. ·		← FIII III \$\$ Amount
	Non-District Employee Game Workers		
	Name	Amount	Assignment
DO NOT			
INCLUDE			
ANYONE			
FILLING			
OUT AN			
ICF			
Examples:			
Refs or			
<u> Frainers</u>	NON - District Employees TOTAL ->		← Fill in \$\$ Amount
	Food (if applicable)TOTAL ->		← Fill in \$\$ Amount
	\ <b>11</b> /		
	Police / Rent / Other (if applicable)TOTAL ->		← Fill in \$\$ Amount
	GRAND TOTAL>		← Fill in \$\$ Amount
	Payable to Who:		
	<u> </u>	•	•
			_
Signatura of	Tournament Manager/Coordinator or Site M		Date:
orginature of	Tournament Manager/Coordinator or Site Mi	anager	
f received this	document, from the Coordinator/Tournament Manager	or Site Manage	er, and I find it to be accurate.
Region Secre	tary Signature: Tom Lenarz	Ι	Date:

## **Individual Checks Requests. Documentation Procedures**

- Officials. Completed Independent Contract Form (Appendix R)
- Trainers. Completed Independent Contracts or Included on Worker list above.
- Paychex. Part Time Employment Contract (Appendix V)
  - o (W-4 & I-9 forms must be on file with Region 7AA).
- Food Allowance. Invoice, Voucher, or Sales Slip
- Police/Rent/Supplies/or other Outside Vendors. Voucher/Invoice/Sales Slips/Bill.