



Coach-

Here is an income report that I need you to fill out for each of your summer camps. I have included all weeks on one income report to cut back on paper that needs to be filled out. Once you have returned this to me, I will send you an invoice that will include your training room fee, if our training rooms were used, and any other fees associated with camp.

**Please try to return this to me no later than Wednesday, August 26<sup>th</sup>.**

I will also need the following from you per CAA/NCAA compliance office:

- A complete list of registration which will include:
  - Amount paid per camper
  - Justification of any discounts given
- Camp expense report which will include:
  - Revenue received
  - List of all expenses

Please note that these are new items to be turned in, this is at the request of the CAA and NCAA offices. Please let me know if you have any questions.

Let me know if you have any questions.

Ryan Jones  
Assistant Manager, Event Coordinator  
RSC/Fieldhouse