

- INCENTIVE PROGRAMME -

2003/2004 O5PBA INCENTIVE PROGRAM REPORTING FORMS

FORM	COPIES	METHOD OF DISTRIBUTION
Treasurer's Remittance Form	35	To be submitted to the office monthly when making payment of Invoices, Nevada, Membership, Lottery, etc.
Treasurer's Monthly Report - Bank Reconciliation Form	35	To be submitted monthly (30 days after monthly meeting) for each account October through April , and must be accompanied by Bank Statements and President's signature.
Membership Chair – Interim Report Monthly Report Form	3	To be submitted to the office by November 22nd, 2003 . One copy to Provincial Office and one copy retained for your files.
Membership Chair - Final Report	3	To be submitted by April 29th, 2004 . One copy to Provincial Office, and one copy retained for your files.
Record Scores Chair - Interim Report Form	3	To be submitted by January 19th, 2004 . One copy to Provincial Office, and one copy retained for your files.
Record Scores Chair - Year-End Report Form	3	To be submitted by June 29th, 2004 . One copy to Provincial Office, and one copy retained for your files.
Secretary's Zone Visitation Report	3	To be filed in the Provincial Office on or before November 7th, 2003 . One copy to Provincial Office, and one copy retained for your files.
Secretary's Monthly Report Form	15	To be submitted monthly (30 days after monthly meeting) from October through April , 7 reports. One copy to be submitted to the Provincial Office, and one copy retained for your files.
Tournament Director Report Form – Declaration of Intent – Bowler/Coach	3	To be submitted by October 31st, 2003 . One copy to be submitted to the Provincial Office, and one copy retained for your files.
Awards Order Form	15	To be submitted when ordering awards.
Publicity Chair - Monthly Report Form	15	To be submitted monthly (30 days after monthly meeting) from October through April , 7 reports. One copy to be submitted to the Provincial Office, and one copy retained for your files.
Fundraising - Registration Form	3	To be submitted by November 9th, 2003 . One copy to Provincial Office, and one copy retained for your files.
Fundraising - 1 st Interim Report Form	2	To be submitted by February 13th, 2004 . One copy to Provincial Office, and one copy retained for your files.
Fundraising - Final Report Form	2	To be submitted by April 19th, 2004 or immediately following completion of your draws. One copy to be sent to the Provincial Office, and one copy retained for your files.
Booster Club - 1 st Interim Report Form	3	To be submitted by November 10th, 2003 . One copy to Provincial Office, and one copy retained for your files.
Booster Club - 2 nd Interim Report Form	3	To be submitted by January 20th, 2004 . One copy to Provincial Office, and one copy retained for your files.
Booster Club - Final Report Form	3	To be submitted by April 19th, 2004 or immediately following completion of your draws. One copy to be sent to the Provincial Office, and one copy retained for your files.
Lottery Chair Report Form	15	To be to the Provincial Office when tickets and money is being returned. One copy to Provincial Office, and one copy retained for your files.
Zone Historian Registration Form	3	To be submitted by November 9th, 2003 . One copy to be sent to the Provincial Office, and one copy retained for your files.
Association Insurance Registration Form	3	To be submitted by October 27th, 2003 . One copy to be sent to the Provincial Office, and one copy retained for your files.