

# Sharon Democratic Town Committee Non-Fundraising House Party “Meet and Greet” Reporting Form

This form must be filled out and sent or given to Eliza Klose, DTC Treasurer for every House Party.

Date of Party: \_\_\_\_\_ Fundraising Event: Yes \_\_\_ No \_\_\_

Name of Hosts: \_\_\_\_\_

Street Address: \_\_\_\_\_

Names of Candidates who attended:

\_\_\_\_\_  
\_\_\_\_\_

Approximate Number of People who attended: \_\_\_\_\_

### **Expenses Paid By Host that will not be reimbursed by the SDTC:**

Total Amount of purchased Items: \_\_\_\_\_

Description: \_\_\_\_\_

(If more than \$50 total, the total amount will be reported as a contribution and receipts must be attached.)

Total Amount of “In-Kind” items (Donated food, etc.): \_\_\_\_\_

Description: \_\_\_\_\_

### **Expenses Paid By Others that will not be reimbursed by the SDTC:**

Name of Person: \_\_\_\_\_

Total Amount of purchased Items: \_\_\_\_\_

Description: \_\_\_\_\_

(If more than \$50 total, the total amount will be reported as a contribution and receipts must be attached.)

Total Amount of “In-Kind” items (Donated food, etc.): \_\_\_\_\_

Description: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Other Expenses that require SDTC reimbursement: The SDTC Treasurer must pre-approve any expenses that are to be reimbursed. In general, the SDTC does not expect to reimburse expenses for House Parties.**

1) Amount: \_\_\_\_\_ Description: \_\_\_\_\_  
 Paid to (Name and address): \_\_\_\_\_  
 Paid by: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_  
 Receipts **Must** be Attached  
 Paid By: (Name and Address): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2) Amount: \_\_\_\_\_ Description: \_\_\_\_\_  
 Paid to (Name and address): \_\_\_\_\_  
 Paid by: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_  
 Receipts **Must** be Attached  
 Paid By: (Name and Address): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Use separate sheet for further amounts are to be reported)

**Send or e-mail to: Eliza Klose, PO Box 373, Sharon CT 06069.  
 Or to Eliza Klose, 179 Knibloe Hill Rd, Sharon, CT 06069  
 Ekk2930@gmail.com**

**Below is For Treasurer's Use Only:**

Other expenses related to this house party paid directly by the SDTC:

Date Paid	Paid To:	Amt	Check No	Description