

Our year in one page

CLUB NAME		YEAR OR SEASON	
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1. BIG NUMBERS

Three or four counts from your log, each with a source. Count each child once, or say "registrations."

Number and what it counts	Number and what it counts	Number and what it counts	Number and what it counts

2. MONEY IN AND OUT

Copy from the treasurer's year-end report, to the dollar.

MONEY IN	AMOUNT
TOTAL IN	

MONEY OUT	AMOUNT
Programs fields, referees, uniforms, equipment, fee help paid	
Running the club insurance, bank fees, website	
Fundraising costs printing, postage, ads for asks	
TOTAL OUT	
CASH AT YEAR END	

Fees waived: ___ registrations, \$___ (not money out)

WHAT THE MONEY BOUGHT	AMOUNT

3. VOLUNTEER TIME

Hours: _____ × \$_____ an hour = about \$_____

Use the latest Independent Sector rate (independentsector.org/resource/value-of-volunteer-time). Keep this apart from money in.

4. ONE STORY

A few sentences about one player, family, or classroom.
Signed permission on file: ☐ yes. Family named only if they asked: ☐ yes

5. THANK YOU

Sponsors (named only with their okay), the school, the parks office, and anyone who lent space or gear.

6. NEXT YEAR

One goal with a number, and one way to help (a link, QR code, or contact).

Before you send it

CHECK THE PAGE

☐	Each big number has a row in the numbers log and a source (export, sign-up sheet, receipt).
☐	Money in and money out match the treasurer's year-end report to the dollar.
☐	If you file Form 990 or 990-EZ, the totals match the return. The 990-N e-Postcard has no money lines to match.
☐	Volunteer hours and their dollar value sit on their own line and aren't added to money in.
☐	The story, any quote, and every photo of a child have written permission on file.
☐	Each sponsor named or shown agreed to it.
☐	A second officer read it for typos and wrong numbers.
☐	Saved as a PDF, with the three biggest numbers ready to paste into the email.

WHO GETS A COPY

Aim to send it within a month of the year's end, and before the next sponsor letter or donation request.

WHO	NAME OR LIST	HOW	SENT ON	REPLIED
Sponsors and donors		Email with a note from the president		
School contact		Email or in person		
Parks or facilities office		Email		
Families on the roster		Email or newsletter		
Board and chairs		Email		
Website or social page		PDF link		
Banquet or first meeting		Printed copies		

This report isn't a donation receipt. If your club is a 501(c)(3), a donor who wants to deduct a gift of \$250 or more needs a written acknowledgment from you. Send those separately.