

Appendicies and Forms

Form TR-1: Fee Collection and Sign-In

For those of you who are familiar with the old Form TR-1 you'll notice that many things have changed. The new TR-1 form not only replaces the old TR-1 form, it also replaces the Sign-In sheet used in Registry. The two have been consolidated into this one sheet.

Check boxes have been added to help simplify getting people signed in and on course on game day. The Process for using Form TR-1 is simple:

1. Fill out the Game Name and Date at the top of the sheet.
2. On game day, have each player sign their name to the sheet and note the time they arrived.
3. Check their membership. If they are a current IFGS member check the box in the signature block. If not, they will need to pay a membership fee and fill out a membership form before going on course. IRS regulations do not allow us to have anyone on course that isn't a member of the organization. The only exception to this rule is new players are allowed to participate in two games before they have to become members.
4. Collect their game fees. Write the amount that they paid in the Amount Paid column. You should also note it in this column if they gave you money for anything else like a membership or a rulebook.
5. Check their player status in the Function box.
6. The next step should be completed some time before the first team goes on course.

Have the game Safety and Registry officers check their appropriate sections. This form is meant to be a checklist to help them as well. It'll be a quick reference to tell if each of the teams is signed in a ready to go.

7. When the game is finished, the Registry officer will use the form to help expedite getting everyone signed out and checked out.
8. Add up the amounts in the Amount paid column and write the total at the bottom of each page.
9. While in the presense of the Registry Officer, count the funds that you collected and compare them against the total amount you should have.

Game Name: _____

Date: _____

Player Name	Time In	Amount Paid	Function		Time Out
1 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
2 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
3 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
4 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
5 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
6 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
7 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
8 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
9 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
10 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
11 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
12 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
13 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
14 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
15 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
16 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
17 IFGS Member? <input type="checkbox"/>			PC <input type="checkbox"/> Staff <input type="checkbox"/>	Safety Weapons Chk <input type="checkbox"/> Waiver Signed <input type="checkbox"/> Registry In <input type="checkbox"/> Game Eval <input type="checkbox"/> Out <input type="checkbox"/>	
Number of Participants : for this Page	Total Cash Received :		:PCs :Staff Page ____ of ____		

Form TR-2: Game Report Form

Form TR-2 has also been altered to reflect the changes to form TR-1

Form TR-2 is filled out right after TR-1 has been completed.

1. Fill out the Game Name, Run Date, Producer and Chapter at the top of the sheet.
2. Assemble the sign-in sheets from the game and separate them by day. Total the number of PC's from Day 1 and enter it in box 1 on the Game Report form. Next, total the number of staff members from day 1 and enter that into box 2.
3. Add boxes 1 and 2 and enter the total in box 3.
4. Repeat Steps 1-3 using boxes 4-6.
5. Add boxes 1 and 4 and enter their total in box 7. Copy this number to box 7 under Income.
6. Add boxes 2 and 5 and enter their total in box 8. Copy this number to box 8 under Income.
7. Add boxes 3 and 6 and enter their total in box 9.
8. Add boxes 7 and 8 and enter their total in box 10. Copy this number to box 10 under Expenses.
9. Enter the total number of memberships collected in box 11 under Income and under Expenses.
10. Enter the PC Fee for the game in the box to the left of the heading PC Fee under Income. Repeat this step for the Staff Fee. Extra lines have been provided for other monies collected such as Rulebook Sales or other fund Raisers.
11. Multiply each line under Income straight across and enter the total in the corresponding box under Total Collected.
12. Add all the boxes under Total Collected and enter the sum in box 12.
13. Total the receipts for props and enter this number in the box next to Props. Next, enter any land fees or food expenses on their appropriate lines. An extra line has been provided for any other miscellaneous expenses.
14. Multiply the number in box 10 by \$2.50 and enter the total in box 13.
15. Multiply the number in box 11 by \$10.00 and enter the total in box 14.
16. Add all the boxes under Total Spent and enter the sum in box 15.
17. Subtract line 15 from line 12 and enter the resulting amount in box 16. This is the Net Profit or Loss from the game.
18. Add lines 13 and 14. Their sum is the total that is owed to IFGS Society. This number is used with Form TR-3.

TR-2:Game Report Form

(For In-Chapter Use Only)

Game Name : _____ Producer: _____

Run Dates : _____ Chapter : _____

Day 1		Day 2		Total
PCs	1	PCs	4	7 (Line 1 + Line 4)
Staff	2	Staff	5	8 (Line 2 + Line 5)
(Line 1 + Line 2)	3	(Line 4 + Line 5)	6	9 (Line 3 + Line 6)
Total Players Day 1		Total Players Day 2		
Total Players Both Days --				10 (Line 7 + Line 8)

INCOME					Total Collected
Memberships	11	X	\$10.00		
Number of PC's	7	X		PC Fee	
Number of Staff	8	X		Staff Fee	
		X			
		X			
		X			
Total Income					12

EXPENSES					Total Spent
Props					
Land					
Food					
Society Fee	10	X	\$ 2.50		13
Memberships	11	X	\$10.00		14
		X			
Total Expenses					15

Game Revenue	16 (Line 12-Line 15)
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Total Due IFGS	17 (Line 13+Line 14)
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Form TR-3: Payment of Society Fees

Form TR-3 should be completed and mailed to Society on a quarterly basis.

1. Fill out the Chapter Name, Reporting Treasurer and Date of Report at the top of the sheet.
2. Circle the Quarter that you are reporting for.
3. If your chapter has not run any events during the quarter that you are reporting for, check the first box. Otherwise check the second box.
4. Collect the Game Report Forms (Form TR-3) for all the games that your chapter ran since your last report. If you're not sure contact the Society Clerk.
5. Copy the event names and dates from each of the Game Report Forms to Form TR-3 in the box provided.
6. Under Fee Due, copy the total in Box 17 on Form TR-2 to appropriate line on form TR-3.
7. Total all amounts under Fee Due and enter it in the box marked "Total".
8. Write a check for this amount and send it along with copies of the sign-in sheets (Form TR-1) from each of the reported games to the address that is provided on form TR-3.

