

STUDENT ACTIVITIES

Tally Log Form

School:		Date:		Time:	
Club Name:		Club Sponsor:			
Event Name:					

Nominal value items sold by Student Activities events must be accounted for with a tally log. Nominal valued items can be described as, but not limited to: popcorn, hot chocolate, Otter Pops, etc.

1. Record/tally quantity sold per day
2. After each day, reconcile cash received with tally log

Date Sold	Item	Quantity Sold	Sale Price	Total Sales