




# 2018 SOLO AUDIT FORM INSTRUCTIONS

***EVENT RESULTS WITH MEMBER NUMBERS MUST BE SUBMITTED WITH THE AUDIT FORM***

- Item 1: The Solo audit sheet and Payment **MUST** be completed and returned To the SCCA Solo Department:  
***NO LATER THAN 14 DAYS AFTER THE SOLO EVENT***  
If the Solo event is cancelled, please notify the SCCA Solo Department via written notice – [sanction@scca.com](mailto:sanction@scca.com)
- Item 2: Fill in Sanction Number used on the Insurance Certificate
- Item 3: Name of the Region that held the Solo event
- Item 4: Date(s) the event was held
- Item 5: Name of the Solo site location and event name if applicable
- Item 6: Name of the event chair
- Item 7: Were any incident report forms filled out and reported to Risk Management? If so, have the reports been sent to Risk Management and when?
- Item 8: Calculate the number of drivers x \$6.50 for sanction fee  
Calculate the number of drivers x \$6.50 for insurance fee  
***Please note: Minimum insurance fee is \$130.00/20 drivers***
- Item 9: Signature of the event organizer and current date

Regions are allowed one charity event per region, per competition area a year. No sanction fee is due, Insurance fee of \$80 is due, plus proof of charity and number of Participants at the Charity Event.

 ***VISA, MASTERCARD AND DISCOVER ARE ACCEPTED***

 One check may be written for multiple events, but separate audit sheets are needed for each Solo event.