



2011 SOLO AUDIT FORM INSTRUCTIONS

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 – Fax 1-785-861-1731 or email drowland@SCCA.com You may also write 'cancelled' on an audit sheet along with the Sanction number and date of the cancelled Solo event and return it to the SCCA Solo Department.

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 \$4.50 for sanction fee
No Minimum Sanction fee
Calculate the number of drivers x \$5.50 for insurance fee
Minimum insurance fee is \$110.00/20 driver, Insurance will never be less than \$110.00.

Item 9: Signature of the event organizer and current date

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

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



Contact Deena Rowland – 1-800-770-2055, ext 331 or email Drowland@SCCA.COM