# Image result for rotary logo

REQUEST FOR FUNDRAISING PROJECT OR REIMBURSEMENT

ROTARY CLUB OF WALNUT CREEK

**COMMUNITY FOUNDATION**

Request Date:

**Project or Event Name & Description**:

**Purpose of Request**:

Date of Event: **Amount Requested:** $

Payee Name: **Date Funds Needed:**

Payee Address:

❑ Final request for this payee ❑ Partial request for this payee

Comments/Details:

Anticipated income from project or event, if any: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Liability Insurance Required: ❑ In Process ❑ Complete ❑ N/A

❑ Licenses Required: ❑ In Process ❑ Complete ❑ N/A

❑ Project/Event Budget attached ❑ Budget previously approved by Community Foundation Board

❑ No budget submitted for this reimbursement request/One-time request

❑ Supporting documentation/receipts attached

❑ Supporting documentation will be submitted when receipts are received

Submitted by Club Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For Club Use Only*

Dates considered by board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Event: Reimbursement Request:

❑ Approved ❑ Disapproved ❑ Approved ❑ Disapproved

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Foundation President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Check # Issued:\_\_\_\_\_\_\_\_\_ Date Paid:\_\_\_\_\_\_\_\_\_ Payee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Supporting documentation/receipts reviewed and verified