As a way to promote membership events, GGC-Québec Council is reimbursing districts for participating in or organizing recruitment/public awareness events. Districts are eligible for reimbursement of expenses pertaining to their event presence up to $75.

*Congratulations on organising and completing your event!* Please complete this form and the Expense Claim Request below and submit to [communications@guidesquebec.ca](mailto:communications@guidesquebec.ca)

|  |  |
| --- | --- |
| **Event Criteria:**   * Girls must be in attendance in uniform * Activity must raise visibility of Guiding in community * Activity must not have a financial gain (e.g. fundraising) * Request form must have been submitted in advance | **Expensible items include:**   * Local advertising (if it entails a cost) * Activity materials * Display materials (decorations, balloons etc.) * Bring a Friend activities * Other (on a case by case basis) |

Today’s date:

District :

Member’s Name:       iMIS:       Email address:       Phone number:

All communication will be with this member.

Mailing address:

Street:       City:       Postal Code:

**Event Details:**

Name of local event:       Date of event:

Location:

|  |
| --- |
| How many people did you/your team speak to? How many girls/families with girls? |
| Was there media involved in the day? (radio/tv/newspaper etc.) Did you speak to them? |
| Will you participate in this event again? Why or why not? |
| How did this money help your recruitment or registration in your district? |
| Other comments? |

|  |
| --- |
| EXPENSE REPORT **Name**      ­­­­­­­­­­­­ **Committee**       **Period**    /    /    to    /    /  **Address**       **City**       **Postal Code**       . |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Details | Event | Other | GST | PST | **Amount** | G.L. No. |
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| **SUBTOTAL** | | |  |  |  |  |  |
| **TOTAL** | | |

Signed:       Date:    /    /

Approved:

**For Accounting use only**

Vendor No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Batch No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Finance/Expense Report Form*

##### Feb 2008