

Lodge Event Reimbursement Form



Lodge Information:

Lodge No.: _____ Lodge Name: _____
Lodge President's Name: _____ Phone No.: _____
Email Address: _____

Event Information:

Event Name: _____ Event Location: _____

Type of Event (i.e. community event, festival of nations, Chamber of Commerce events):

Please describe the event (in 50 words or less):

Has the lodge participated in this event in the past? Yes No

How did the lodge learn about this event? _____

How many people attended the event? _____ How many members participated? _____

Who coordinated your lodge's participation in the event? _____

Did you request any assistance or materials from Sons of Norway Headquarters? Yes No

If so, please describe: _____

Did the lodge Financial Benefits Counselor participate? Yes No

If so, how: _____

Number of new members recruited at the event? _____

How many new members have joined your lodge in the month following the event? _____

form continues on second page

Lodge Event Reimbursement Form (continued)

Please include a short narrative (under 200 words) from the lodge president or event coordinator describing the impact of the event on your lodge. Please include specific successes and challenges the lodge encountered.

Please identify the items for which you are requesting reimbursement and attach receipts (examples can include travel expenses, venue/booth rental, supplies, etc.).

Item for Reimbursement:

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total: _____

Prepared by: _____ Email Address: _____