



Serving our community since 1938

Mothers' Club Event Summary and Reimbursement Form Instructions 2009-2010

The forms to report on an event, report financial information, and request reimbursement are on the website for use electronically. Please feel free to use either electronic or paper copies, whichever you are most comfortable using. The most important part of the process is simply to complete and return the forms so that we have records of each event and activity. **If you use electronic forms, please remember to scan and send in all receipts.**

Please include any additional items to your files, including invitation, placecard, or nametag samples. Again, we will accept these in paper or electronic form.

Please print a copy of your form if you are sending items electronically and save them for safekeeping, in the case of transmission error.

Please send Completed Event Summary forms to Kathleen Lee at:

kslee1@comcast.net

6101 Code Avenue
Edina MN 55436
Phone #: 952-925-5751

Please send Expense Reimbursement forms to Nancy Rock at:

rocksfive@msn.com

11587 Raspberry Hill Road
Eden Prairie MN 55344
Phone # : 952-983-0137

Expenses can only be reimbursed when we receive the receipt for the expense. Receipts may be mailed separately or scanned and emailed to Nancy Rock. If you are sending the receipts in hard copy, please note that on the form.

Should you have any questions, please contact us using the numbers above or by emailing mothersclub@cadets.com .