



# Wellington Garden Club

## Member Education Expense Reimbursement Form

Date: \_\_\_\_\_

### Instructions:

1. Complete Form.
2. Attach registration form or proof of acceptance into the educational event to the back of this sheet.
3. Check box below to indicate how you will “share the knowledge gained” with Wellington Garden Club (WGC):
  - Chair a committee  Present a program  Write an article for the club’s newsletter, *Allamanda News*
  - Other (Please specify) \_\_\_\_\_
4. Send completed Member Education Expense Reimbursement form to WGC Assistant Treasurer:

**Kathy Hernicz , 1460 Wood Row Way, Wellington, FL 33414-9084**

***Financial Aid Policy: Financial aid may be available to help members defray the cost of attending a National Garden Club (NGC) or Florida Federation of Garden Clubs (FFGC) sponsored educational event or towards tuition for a degree/certificate in a field of study that supports the club's Mission (as outlined in Article 2 of the Articles of Association). Approved reimbursement shall be at 50% of the educational event or tuition cost with a maximum of \$ 100/member/fiscal year (June 1 — May 31).***

Note: You will be notified when your request has been reviewed by the WGC Board of Directors. Reimbursement will be made in accordance with WGC policy listed above and when educational event proof of completion has been verified by the Assistant Treasurer. Meal costs that are charged separately from the event are not reimbursable.

Name \_\_\_\_\_ Email or Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Educational Event \_\_\_\_\_

Date(s) of Educational Event \_\_\_\_\_ Expense Account No. 6803

Education Event Or Tuition Cost	Less Meal Cost (if any)	Reimbursable Amount (50% of cost)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
		<b>Total</b> _____