**Elks Welcome Home Kit Reimbursement Form**

If your Lodge provided a Welcome Home Kit directly to a newly housed veteran within the last 3 months, you can submit up to $200 in receipts for reimbursement for the supplies. Items can be new or used, donated or purchased.

**Elks**

Primary Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge Name and No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title at Lodge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge Name and No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title at Lodge \_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On the chart below, please check the items you provided to the veteran.**

Small Furniture Set

\_\_\_\_\_\_ Small Couch \_\_\_\_\_\_ Small Coffee Table

\_\_\_\_\_\_ Dining Room Table and Chairs \_\_\_\_\_\_ Nightstand

\_\_\_\_\_\_ Dresser

Bedroom

\_\_\_\_\_\_ Pillows/bedding/blankets (sheets, blanket, pillows and pillow case)

\_\_\_\_\_\_ Microwave Oven

\_\_\_\_\_\_ Dishes (4 sets of utensils, 4 plates/cups/bowls, drinking glasses, knives)

\_\_\_\_\_\_ Pots/pans (1 pot, 1 frying pan, 1 spatula, baking sheet)

\_\_\_\_\_\_ Kitchenware (large bowl, large spoon, can opener, pitcher, 1 spatula, spoon,

 scissors, kitchen towel)

Other

\_\_\_\_\_\_ Towels (bath towel, hand towel, washcloth)

\_\_\_\_\_\_ Toiletries (toothpaste, shampoo, soap)

\_\_\_\_\_\_ Paper products (toilet paper, napkins and paper towels)

\_\_\_\_\_\_ Shower liner and rings

\_\_\_\_\_\_ Light bulbs

Cleaning Supplies

\_\_\_\_\_\_ Trashcan and bags \_\_\_\_\_\_ Broom, mop, bucket, sponge

\_\_\_\_\_\_ Laundry basket and detergent

\_\_\_\_\_\_ Liquid dish soap and all-purpose cleaner

Did your Lodge provide any additional supplies? If yes, please provide details.

How many members of your Lodge were involved in this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list your expenses below, and be sure to attach all receipts up to $200. Please note that your Lodge will only be reimbursed for the exact amount in receipts that are provided with this form.

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| --- | --- | --- |
| Date | Description | Total |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Grand Total: |  |

I certify that the information provided above is correct.

Elk Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Elk Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Exalted Ruler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Upon receipt of this form, the ENVSC will match your Lodge with a veteran moving into a new home. If your Lodge is aware of a local veteran that needs a kit, please provide that information with this form. Forms can be mailed, emailed or faxed to the ENVSC.