VOLUNTEERS IN CORRECTIONS
FINANCIAL REQUEST FORM

(PLEASE PRINT OR TYPE)   DATE: _____

ACTIVITY CONTACT PERSON: _____

ATTENDANCE IS REQUIRED IF AMOUNT EXCEEDS $200.00

ACTIVITY CHAIRPERSON: _____   PHONE: _____

ADDRESS: _____

START DATE   FINISH DATE   TOTAL PARTICIPANTS EXPECTED

_____   _____   _____

DETAILED DESCRIPTION OF REQUEST: (Including location, selection of participants, frequency, etc.)

_____
_

_____
_

_____
_

If VIC cannot fund total amount can the activity still take place with less funding?   Yes___ No___
If yes, what is the least amount of funding needed to run this activity? $_____

ITEMIZED FINANCIAL REQUEST: (Include all expenses with written bid when possible)

ITEM   COST

_____
_____

_____
_____

_____
_____

_____
_____

<mark>The VIC hosts a number of events including 2 plant sales, a bowling tournament, and a volunteer recognition event. The VIC requests all applicants agree to volunteer at one or more of these events.</mark>

<mark>**Are you willing volunteer for a VIC event? Yes___ No___ If yes, how many hours? _____**</mark>

CHECK PAYABLE TO:

Last updated by Sharon Kolbeck on 3-13-19

_____   _____

Total Amount

Requested
ACTION TAKEN BY VIC BOARD VOTE

_____

_____   _____

AUTHORIZED SIGNATURE   DATE

INSTRUCTIONS FOR FINANCIAL REQUESTS

1. Fill out required financial request form as completely as possible and submit form to Sharon Kolbeck.

2. Obtain written bids whenever possible directly from the vendor who will provide services or products. Provide receipts.

3. Please plan on attending the next VIC Board meeting to report on your financial request. Contact Fred Hille or Sharon Kolbeck for meeting dates and times.

4. Your request must be examined and voted on by the full VIC Board.

5. The VIC Board members would appreciate an e-mail after your event has taken place to hear your feedback or comments.
   You can e-mail Fred Hille at fredhille@centurylink.net or Sharon Kolbeck at Sharon.Kolbeck@co.ramsey.mn.us Your response will be read at the next board meeting.