

Association Of Carolina Shag Clubs
A.C.S.C. Workshop Reimbursement Form

Sponsor Club Name: _____

Workshop Date: _____

Workshop Location: _____

Name(s) of the establishment or caterer who provided meal, munchies or other food items:

Total Number Attending Meeting _____

Total Number Attending Lunch _____

Total Cost per Person _____

Total Cost of Lunch (Amount to be reimbursed)

- Attach a copy of lunch count (Remember, the A.C.S.C. only pays for a maximum of three people per attending A.C.S.C. club.)
- Attach a copy of the sponsor club's invoice/receipt for the lunch.

The A.C.S.C. check should be made out to (**check one**)

- A.C.S.C. Sponsor Club _____
- Establishment or cater who provided lunch _____

If check is to be mailed, print name and address of check destination below:

You should have all this information available at the workshop or make arrangements to mail it to the A.C.S.C. Treasurer. In most cases, payment can be made directly to the establishment or caterer at the time of the event if sufficient documentation (this form, etc.) is provided to the Treasurer at that time.

07/08/2000