

Coordinator's Special Events Application for Approval



The CORE Society

<https://corehike.org/>
mailbox@corehike.org

The Coordinator's application form for approval of reimbursement of up-front deposit or guarantee of Special Event costs form must be completed and submitted if you want CORE to either reimburse an up-front deposit payment or to guarantee Event costs (eg if there are fewer than expected participants, or payment cannot be collected from some participants). This application has not been approved until advised in writing by the CORE Treasurer or Chair. Please read the '[Special Event Program Guidelines](#)' on the CORE website before completing this form.

Mail completed form to the CORE mailbox address (See CORE "About" webpage) or scan and email to mailbox@corehike.org.

Coordinator Details

Name			
Phone		Cell	
Email			

Please tick one or both option

- Application for reimbursement of deposit.
 Application for guarantee of Special Event costs.

Event Details

Event Name			
Event Date		Event Cost	
Event Description			

Reimbursement of Deposit

Expected Date of Deposit (mm/dd/yy)		Amount	
Expected date of repayment to CORE (mm/dd/yy)			

Participant Information (cost guarantee only)

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Anticipated Number of Participants	
Anticipated Payment per Participant	
Anticipated Total Amount from Participants	

Plan in Case of Fewer Participants or Event Cancellation (cost guarantee only) (please explain what can / will be done to minimize cost to CORE if there are fewer than anticipated participants or the Event is cancelled).

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Notes / Comments (please include any other information that may be useful to the Executive Committee when considering this application).

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For Executive Committee use only

Approved Amount	Approval Date	Signing Officer Name	Initials

Notes

1. If this application includes reimbursement of a deposit such reimbursement will be made as soon as practicable after the deposit has been paid and a receipt for payment has been provided to the Treasurer.
2. If this application includes a guarantee of Special Event costs and a reimbursement of outstanding costs is required the 'Coordinator's Application for Reimbursement of Guaranteed Special Event Costs' (URL to be added) form must be completed and submitted. Reimbursement will be made once the application has been reviewed and approved.