BC & Yukon Provincial League Development Fund

Report of Workshop and Follow-up Summary

Immediately following the workshop, it is the responsibility of the applicant to ensure that this form is completed and returned with scanned receipts for reimbursement to the current CWL Provincial Vice-President and Treasurer.

Copies should also be forwarded to your diocesan and provincial presidents.

A. Submitted by:

Name .....

Council .....

Address .....

Telephone ..... Email .....

B. Workshop Title .....

Place ..... Diocese .....

Date ..... Number Attended .....

Length of Presentation ..... Names of Parish/Diocesan Councils Participating

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Name(s) of facilitator(s) .....

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List of materials used .....

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Was this workshop a success? ..... Why? .....

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What would you change if presenting this workshop again? Please give details. .....

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Continue on next page

C. Detailed Expenditures, please provide receipts:

	Expenses
CWL Supplies from National Office (attach itemized list)	**$**
Facilitator Expenses:	
Honorarium (for non-member presenters only)	**$**
Meals	**$**
Travel	**$**
Accommodation	**$**
Transportation Costs for Members or other Attendees (Attach a detailed estimate. Transportation for executive, voting and accredited delegates to attend is not an allowable expense if held in conjunction with an executive meeting or convention)	**$**
Facility Costs (e.g. Rental, Audio Visual)	**$**
Printing (of workshop materials only)	**$**
Other (Please itemize)	**$**
Total Actual Expenditures	**$**
Less: Revenue Received from all sources	**$**
Total Net Funding Requested	**$**

Where actual costs varied by more than $100.00 from the original application, please explain.

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Signature of Council President

Mail report to BC & Yukon Provincial Vice-President

And BC & Yukon Treasurer

Send email to vicepresident@bcyukoncwl.com. and

treasurer@bcyukonccwl.com

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