

WISCONSIN ELKS ASSOCIATION
Committee for the Disabled

Application/Claim

Submit two copies of all paper work – both sets to committee chairperson - one for committee and one to be forwarded by committee to State Secretary for payment.

Chairman: Greg Taleck
3411 E. Elmwood Dr.
Racine, WI 53405
Phone: 262 554 6653

Vice Chairman: Jim Dickinson
910 Lotus Ln.
Wausau, WI 54401
Phone: 715 359 3391

Application Date _____ Lodge No. _____ City _____ Local Lodge Chairperson _____

Activity or Case for application consideration:

Name of Group or Person _____

Age if applicable _____ Sex if applicable _____ **Committee Approval Date** _____

Activity or Case – provide a description of the activity, including the number of people participating in the activity, and the total dollar amount spent to be considered. Attach extra page if needed.

Supporting Payment Check No. _____

Attach – Invoice/Receipt and a legible copy of cleared check from bank.

GUIDELINES FOR PAYMENT AND FILING CLAIMS

1. All claims and supporting documentation for committee’s consideration **must be in the chairperson’s hand two weeks before the meeting.**
2. A **lodge representative** from the submitting lodge **must be present** to present the application during the committee for the disabled meeting. **No action** will be taken **without lodge representative present** and **without paperwork completed and attached. Two copies of all paper work must accompany each claim.**
3. All claims must be current year and received no later than mid-winter conference.
4. Claims received for the last meeting of the budget year (mid winter) will take preference over any claims submitted by any lodge that has received more than 25% of the committee’s total budget.
5. No claims for funding going for research of diseases. Example: cancer, heart, or aids.
6. No claims for transportation, food or clothing for volunteers.
7. Lodge cannot profit from any activities sponsored by their lodge. Cost of goods can be submitted. Example: food and beverage.
8. Lodges are to investigate the worthiness of the project and fund the project before filing a claim. All claims must be accompanied with proof of payment.
9. Each lodge is allowed to request one campership claim per year, unless at the end of the mid winter meeting there remains unallocated funds. At that time additional campership claims will be considered and equal payment applied.
10. Lodge claims for projects involving a specific person will be figured at a rate of 50% up to \$1,000 per project.
11. Lodge claims that are not going to a specific person will be at maximum rate of 50% up to \$1,000 per project per year. Example school for the disabled, disabled work projects or group outings and activities.