

WI ELKS DRUG AWARENESS TRAILER AGREEMENT

The undersigned accept responsibility for condition of the WEA Drug Awareness trailer and agree to return the WEA Drug Awareness trailer in the same condition. It is also understood that the personal liability is the responsibility of the person towing the WEA Drug Awareness trailer and in no way can hold the BPOElks, the WI Elks Association, nor any of its agents or directors responsible for any accident or injury in use of this WEA Drug Awareness trailer.

_____ Initials. _____ Date

EXTERIOR

_____ Clean/inspect for damage, dents, or paint scratches. Check tire pressure and not leaking grease from the bearings.

_____ Inspect wiring harness, insure that all lights are in working order and that no bulb covers are cracked or broken.

_____ Check all safety chains and the anti-sway bar for the large trailer-all doors secured properly.

INTERIOR

_____ Trailer swept out and cleaned of all debris. Inspected for damage.

_____ Materials stacked and properly secured all electronics and games to be ready for transportation.

_____ Insure safety equipment on board, reflectors and tire changing equipment.

_____ Insure all cabinets and door latches are secure prior to moving and safety latches in place.

COMMENT SECTION

We the undersigned have read and complied with the above checklist.

_____ **Date**

_____ **Signed name of rep for
receiving Lodge**

_____ **Name and number of
receiving Lodge**

_____ **Signed name of rep for
releasing Lodge**

_____ **Printed name of rep for
releasing Lodge**

_____ **Name and number of
releasing Lodge**

FINAL TRAILER REPORT FORM

It is important to know how our trailers are being used. They serve as a great public relations tool for our organization. In order to best get things which can be used in the trailers I would ask this final report be sent to me. I can then best see what each lodge is doing and to be able to provide possible materials which might benefit your event.

Please describe your event and how the trailer was used (parade, civic event, school, etc.):

What kinds of literature did you hand out and which ones seemed to be of most interest:

How many people (approx.) attended the event _____ Youth _____

Take pictures and send to newspapers, Elks magazine, and to me.

Send final report to:

Jerry Brien, Wisconsin Elks Drug Awareness Chairman

217 Hayes St.

Kaukauna, WI. 54130

gbrien@new.rr.com

920-766-2649

*Make sure your lodge secretary has the necessary information to complete his required charitable report