



# NEIGHBORHOOD BLOCK PARTY REIMBURSEMENT AGREEMENT

Activity Coordinator (NAC) or Neighborhood Rep (NR): \_\_\_\_\_

Date/Time of Party: \_\_\_\_\_

How many homes attended: \_\_\_\_\_

Address: \_\_\_\_\_

Block Party Zone: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide three highlights from your Block Party. What made it special or anything funny that you would like to share.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Your reimbursement will be dependent on timely submission of the following:**

- Completed and signed Block Party Reimbursement Agreement.
- All original detailed receipts with only items purchased for the Block Party on each receipt.
- **(Optional)** Neighborhood Block Party Sign-In Sheet verifying the names and number of homes that participated in the Block Party.
- **(Optional)** Please share high resolution JPEG photos from your Block Party that LARCS can post on LaderaLife and/or in the Roots and Wings quarterly magazine. Email photos to [contact.larcs@laderalife.com](mailto:contact.larcs@laderalife.com).

**Please be aware that your reimbursement will via check sent by USPS to your home address within 30 days of submittal to LARCS.**

I confirm that the reimbursable receipts provided are for eligible expenses only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For LARCS Use Only:**

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_