



## NEIGHBORHOOD BLOCK PARTY REIMBURSEMENT AGREEMENT

Neighborhood Rep/NAC:\_\_\_\_\_

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

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

Neighborhood:\_\_\_\_\_

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

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

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

Please write a brief paragraph (3 sentences minimum) sharing highlights your party. What made it special or anything funny that you would like to share. Please use the back of this page if you would like to share additional comments:\_\_\_\_\_

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**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)** A minimum of two (2) and a maximum of eight (8) high resolution JPEG photos from your Block Party that LARCS can post on LaderaLife and/or in the Roots and Wings quarterly magazine. Photos to be sent via email to: [events@laderalife.com](mailto:events@laderalife.com)

**\*Please be aware that your reimbursement will not be in cash but via check sent by USPS to your home address within 30 days of submittal to LARCS.**

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

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

**For LARCS Use Only:**

**Received By:\_\_\_\_\_ Receipts Received:\_\_\_\_\_ Reimbursement Check Request Processed:\_\_\_\_\_**