**WOODVALE COMMUNITY LEAGUE BINGO REIMBURSEMENT FORM**

**\*\* Effective February 1/23 Meal Allowance – Day $16, Evening $16 Late Night +$2**

**ALL INFORMATION MUST BE COMPLETE WHEN SUBMITTED**

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

|  |  |
| --- | --- |
| Date: |  |
| Your Name: |  |
| Your Address: |  |
| Your Email/phone # |  |
| Name of Community League: |  |
| Full Membership # |  |

Provide the Name & Address of the recipient for your Bingo Credits

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| --- | --- | --- | --- |
| **\*\*Recipient Name** |  | AGLC #  |  |
| Website |  |
| Address |  |
| City & Postal Code |  |
| Amount Requested |  |

We thank you for your time in volunteering for the Woodvale Community League!

**Please be respectful of others.**

If you have an issue, submit your concern in writing to the WCL President

* You MUST sign in – If your signature is not on the official list for the event, you will not be able to request credits for that event.
* If another person is working for you, they must indicate that they are working for you on the sign in form (otherwise credits will not be applied properly) example: Sally is sick & Mary fills in for Sally, Mary must indicate that she is working for Sally. ie: “Mary Smith” for Sally Jones
* You may submit requests via email or in person, however all requests must be completely filled out to be processed.
* Once your request is processed you will receive an updated computer printout of your bingo credit account.
* Credits must be used in full increments of $1.00 – there is a lot of work that goes into managing all the credits and requests. Example: your request is for $156.55 & the check is issued for $156.55 then your request will = $157.00 in credits used.
* Effective March 18/25 All event credits will expire 24 months after event.
* Your requests are processed by the admin staff in the WCL office & will be available once checks are signed by 2 authorized board members. Expect that there could be delays as there are not always 2 people available to sign these checks.
* SUBMIT requests by email to: **Woodvale@WoodvaleFacility.ca**

In person to: 4540 – 50 St 2nd floor (Millwoods Golf Course Parking Lot)

Questions?: Phone # 780-262-2101 ext. 2

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| DATE of Bingos (not used previously): | AM or PM / LN | $ Amount |
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**COMMENTS:**