

**REQUEST FOR FUNDING OF
TRI-ANNUAL REUNION FOR SUBMISSION TO JHS BOARD OF DIRECTORS
(To be prepared by Reunion Host/Chairperson for Upcoming Reunion)**

YEAR OF REUNION: _____

TRI-ANNUAL REUNION LOCATION: _____

EXPECTED NUMBER TO ATTEND: _____

TOTAL AMOUNT REQUESTED: \$ _____

1. Host/Chairperson Requesting Funds:

Name _____ Year of Graduation _____

Address _____ City _____ ST _____ Zip _____

Phone _____ Cell _____

Email Address _____

2. Please list dates of Tri-Annual Reunion: _____

3. Please list Reunion hotel and funds requested for room blocking and deposits:

a. _____

Amount Requested: \$ _____

4. Please list Reunion banquet location(s) and funds requested for banquet deposits:

a. _____

Amount Requested: \$ _____

b. _____

Amount Requested: \$ _____

c. _____

Amount Requested: \$ _____

d. _____

Amount Requested: \$ _____

5. Please list events planned for your Reunion and Funds Requested :

a. _____

Amount Requested: \$ _____

b. _____

Amount Requested: \$ _____

c. _____

Amount Requested: \$ _____

d. _____
Amount Requested: \$ _____

6. Please list Entertainment costs and deposits needed to hold reservation:

a. _____
Amount Requested: \$ _____

b. _____
Amount Requested: \$ _____

c. _____
Amount Requested: \$ _____

d. _____
Amount Requested: \$ _____

7. Please list any transportation to/from events and funds needed to hold reservations:

a. _____
Amount needed for down payment: \$ _____

b. _____
Amount needed for down payment: \$ _____

c. _____
Amount needed for down payment: \$ _____

d. _____
Amount needed for down payment: \$ _____

8. Please list refreshment items needed for Hospitality Room for Reunions:

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____

d. _____ \$ _____

e. _____ \$ _____

f. _____ \$ _____

g. _____ \$ _____

h. _____ \$ _____

9. If creating a Reunion website and requesting funds, list expense of website creation and maintenance fees:

- a. _____ \$ _____
- b. _____ \$ _____
- c. _____ \$ _____
- d. _____ \$ _____

10. Please list any other expenses you are requesting funds for the Reunions:

- a. _____ \$ _____
- b. _____ \$ _____
- c. _____ \$ _____
- d. _____ \$ _____
- e. _____ \$ _____
- f. _____ \$ _____
- g. _____ \$ _____
- h. _____ \$ _____

STATEMENT BY HOST REQUESTING FUNDS:

Pursuant to Article IV of the Bylaws of Johnson High School, Japan, Alumni Association, revised 4/21/16, I understand that the above requested funds are to be used as seed money for the next Tri-Annual Reunion for items as stated above and that a registration fee will be charged to Association members attending the reunion to recover the above costs including the seed monies provided by the Association to me as Host/Chairperson of the Tri-Annual Reunion. Within 90 days after the conclusion of the reunion, all bills will be settled and the remainder of the funds, including any seed money authorized by the Board, will be returned to the Treasurer of the Johnson High School, Japan, Alumni Association. Additionally, I will provide a final financial report for the Tri-Annual Reunion to the JHS Board of Directors showing the total monies received (monies from the Association and monies from Association members or any other source), and all expenditures listed individually indicating a balance to be returned to the Association. Also, a summary at the bottom of the report will show seed money given to Host plus profit (or minus loss) and balance to be returned to the Association.

TOTAL AMOUNT REQUESTED: \$ _____

DATE: _____

Signature of Host/Chairperson

Print Name of Host/Chairperson: _____

SUBMIT SIGNED FORM TO JHS Board of Directors via email to: JHSinfo@sbcglobal.net