



## WV Elks Association 2017-2018 Adopt-a-Veteran Grant Final Report Form

**Lodge Name:** \_\_\_\_\_

A check will be issued by the WV Elks Association to your Lodge for your 2017-18 Adopt-a-Veteran Grant to cover expenses in the activity that was described in your original application.

**Directions:** Complete and return this form, along with copies of all grant-related receipts for expenses, to the Adopt-a-Veteran Committee no later than April 1, 2015. All sections of this three-page form must be completed. Send completed forms to Burt Jennings, Adopt-a-Veteran Committee Chair, 121 Elmhurst Drive, Wellsburg, WV 26070. For any additional information or questions, contact Burt at 412-260-7590

Contact Information (Please note any changes)	
<b>Name:</b>	Phone
<b>Address:</b>	Phone (2):
	Email Address:

Grant Logistics	
<b>Date of Use:</b>	Event or Donation?
<b>Number of Elks Involved</b>	Number of Elks Hours Spent:
<b>Number of Veterans Attending</b>	Total Number of People Attending:
<b>Organization(s) partnered with (if any)</b>	Total Dollars Spent <span style="float: right;">\$ .00</span>

**Event Description: Please describe how the Adopt-a-Veteran Grant was used. Photos, newspaper coverage, or promotional materials submitted may be used for Lodge highlights in ENF publications or online.**

**Planning and Activities: How were Elks involved in carrying out the grant?**

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**Feedback and Evaluation**

**What were the grant's successes?**

**How did the Adopt-a-Veteran Grant benefit your community and veterans?**

**Publicity: How was the event publicized? Attach copies of any publicity that resulted from this event.**

**Expenses**

**A grant check will be mailed to your Lodge under separate cover.**

**Directions: List descriptions and amount of reasonable related expenses (copies of receipts must be attached) up to the amount of the award for the event or donation. Only pre-approved grant-related receipts will be allowed. Receipt examples include store receipts, purchase orders, copies of checks, and receipt letters with the dollar amount from partner organizations. If you have questions, contact the Adopt-a Veteran Committee by email at [bkj426@yahoo.com](mailto:bkj426@yahoo.com) We reserve the right to seek reimbursement from the lodge if the expenses do not coincide with the objective of the grant. Be sure to sign and date the Required Signatures Section below.**

Date	Description	Total Expenses
	Grand Total:	\$

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**Required Signatures:**

**Lodge Contacts(s):**

**I hereby certify that the above claim is correct and legally chargeable to the WV Elks Association**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Lodge Secretary)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Exalted Ruler)**