Elks Welcome Home Kit Reimbursement Form

If your Lodge provided a Welcome Home Kit directly to a newly housed veteran within the last 3 months, you can submit up to $200 in receipts for reimbursement for the supplies. Items can be new or used, donated or purchased.

Elks

Primary Contact Name _____

Lodge Name and No._____ Title at Lodge _____

Address _____

Phone _____ Email _____

Secondary Contact Name _____

Lodge Name and No. _____ Title at Lodge _____

Address _____

Phone _____ Email _____

On the chart below, please check the items you provided to the veteran.

Small Furniture Set

_____ Small Couch

_____ Small Coffee Table

_____ Dining Room Table and Chairs

_____ Nightstand

_____ Dresser

Bedroom

_____ Pillows/bedding/blankets (sheets, blanket, pillows and pillow case)

_____ Microwave Oven

_____ Dishes (4 sets of utensils, 4 plates/cups/bowls, drinking glasses, knives)

_____ Pots/pans (1 pot, 1 frying pan, 1 spatula, baking sheet)

_____ Kitchenware (large bowl, large spoon, can opener, pitcher, 1 spatula, spoon, scissors, kitchen towel)

Other

_____ Towels (bath towel, hand towel, washcloth)

_____ Toiletries (toothpaste, shampoo, soap)

_____ Paper products (toilet paper, napkins and paper towels)

_____ Shower liner and rings

_____ Light bulbs

Cleaning Supplies

_____ Trashcan and bags _____ Broom, mop, bucket, sponge

_____ Laundry basket and detergent

_____ Liquid dish soap and all-purpose cleaner

Did your Lodge provide any additional supplies? If yes, please provide details.

How many members of your Lodge were involved in this project? _____

Please list your expenses below, and be sure to attach all receipts up to $200. Please note that your Lodge will only be reimbursed for the exact amount in receipts that are provided with this form.

Date	Description	Total
	Grand Total:	

I certify that the information provided above is correct.

Elk Primary Contact: _____ Date: _____

Elk Secondary Contact: _____ Date: _____

Exalted Ruler: _____ Date: _____

Upon receipt of this form, the ENVSC will match your Lodge with a veteran moving into a new home. If your Lodge is aware of a local veteran that needs a kit, please provide that information with this form. Forms can be mailed, emailed or faxed to the ENVSC.

Questions? Contact the Elks National Veterans Service Commission. • 2750 N. Lakeview Ave., Chicago, IL 60614 • Phone: 773-755-4736 • *Vets@elks.org* • Fax: 773-755-4736