Our new **EVENT REQUEST FORM**

This form was developed by an Event Process Committee to: streamline the event process, to verify availability of dates and venues, to know ahead of time the costs associated with putting on an event and to access availability of our valuable volunteers.

With this in mind, the Event Request Form is to be completed by the primary Event Coordinator at least 90 calendar days in advance of the proposed event date. This time frame gives the Board of Directors time to review the request and determine if the event is something the Sandy River Chapter wants to promote and support. The form is self-explanatory but there are a few things that need to be pointed out:

* Complete and submit the form 90 days prior to the proposed event
* Form must be filled out completely before the event can be reviewed and approved
* A budget must be turned in at the same time as the Event Request Form
* The event is not a GO until the Event Request Form has been:
1. Signed by three board members and the
2. Event Coordinator has received *written confirmation* from the Sandy River Chapter President that the board has approved the event request
* Receipts for items purchased for the event must be turned in within 30 days after the event ends. The Sandy River Chapter follows the Association of NW Steelheaders reimbursement policy

The Sandy River Chapter holds a lot of events throughout the year that promote: education through our workshops, habitat enhancements through our fish toss and the Sandy River cleanup just to name a few. Volunteers are active all year long and this Event Request Form will enable us to plan our events well in advance to help ensure our continued success in all our endeavors. Thank you in advance for your cooperation and support.