



BOARD REQUEST MEMO

TO: BOARD OF DIRECTORS - RAILWAY FIRST AID VOLUNTEERS

FROM: _____ DISTRICT: _____

DATE: ____/____/2012

SUBJECT: REQUEST FOR BOARD APPROVAL FOR EVENT SUPPORT

INTRODUCTION (PROVIDE BACKGROUND TO EVENT AND SUMMARY OF REQUEST)

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FUNDING REQUIRED (TRAVEL/ACCOMMODATION/EXPENSES/OTHER)

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OUTLINE ANY DONATIONS OFFERED

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RESOURCING/EQUIPMENT REQUIRED

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ANY ISSUES/RISKS THE BOARD NEEDS TO BE AWARE OF

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BOARD APPROVAL GRANTED – YES / NO