

**July 2015**

**Foster Families Leadership Committee**

**\*FOLLOW UP REPORT\* for Additional Funding Requests**

\*This follow-up report must be received no later than **45 days** following the date of the event \*

Date: \_\_\_\_\_, 20\_\_\_\_

Name: \_\_\_\_\_ Local Leadership Team

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Event: \_\_\_\_\_

Date Held: \_\_\_\_\_

Number of People in Attendance (Please attach an attendance log) \_\_\_\_\_

Food \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

Entertainment (Please itemize with dollar amount): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Venue: \_\_\_\_\_ \$ \_\_\_\_\_

Additional Costs (supplies, insurance, misc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Dollars Spent \$ \_\_\_\_\_

The Leadership Committee reconciliation is subject to review and approval by the SFFA Executive Director.

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Leadership Committee Chair

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Leadership Committee Member

Date Received at the SFFA Office: \_\_\_\_\_, 20\_\_

Reviewed by Executive Director: \_\_\_\_\_

Approved: \_\_\_\_\_ YES      \_\_\_\_\_ NO

Comments:

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