



Special Olympics
Ontario
Kitchener-Waterloo

P.O. Box 40107, Waterloo Square
75 King Street South, Waterloo ON N2J 4V1
T: (519) 578-3113 E: info@kwspecialolympics.org
Charitable Registration # 119068435RR0001

Expense Claim Form

Name: _____ Sport Club/Council: _____
 Address: _____ Volunteer Position: _____
 _____ Month of: _____

Item #	Date	Description (don't put multiple events on one item line i.e. if 2 bus rentals to 2 different events each rental would be separate line item)
1		
2		
3		
4		
5		

Item Number	1	2	3	4	5	Totals
Facility Rentals						
Lifeguards, Umpires, etc.						
Equipment						
Uniforms						
Transportation (competitions)						
Event Fees						
Recognition						
Coach/Volunteer Education						
Volunteer Recruitment/Dev.						
Communication/Public Rel.						
Planning/Meetings						
Telephone						
Postage						
Courier, Faxes						
Minutes (copies, postage)						
Photocopies / Printing						
Office Supplies						
Fund Raising Expenses						
Other						
TOTALS						

I hereby certify that the information and claims herein are true:

Signature: _____ Date: _____

Council Authorization (must be signed by treasurer and one other council member)

Treasurer Name & Signature: _____ Council Member Name & Signature: _____

Cheque # _____ Cheque # _____ Date _____

Form # EX02102004