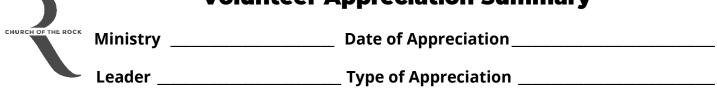
## **Volunteer Appreciation Summary**



<b>Summary of Expenses:</b> Please summarize all expenses below. Submit receipts using Reimbursement and submit with this report, submit a separate reimbursement form for each person requiring reimbursement.	
Date Paid to Description Amount Team Members Pr	esent
Total	
Total Number of People in Attendance	
Cost per Person (Total Cost ÷# of People)	
Volunteer Appreciation Guidelines:	
One dinner or alternate appreciation per year for each ministry	
Campus volunteer appreciations replace ministry appreciations that year	
Cost is a maximum of \$20 per person including taxes, tip & all fees	
Tip Guidelines – tip based on level of service provided:	
o catered meal usually requires no tip unless served,	
o tip for a delivery driver unless charged delivery fee,	
<ul> <li>restaurant meal – gauge by level of service (buffet requires less service than a full-service meal)</li> </ul>	
Ask for solid commitment from attendees, send out reminder emails	
If person must cancel, ask for a reason & explain if costs already incurred	
Leave room in your budget for cancelations or changes	
Be creative - plan an event, provide a small gift with personal note	
If attendance is guite different from expected, please explain reason	
Meeting Summary:	

**Total Attended:**