



**SC BAR YOUNG LAWYERS DIVISION
PROJECT SUMMARY & REIMBURSEMENT REQUEST**
Please attach all receipts.

Contact Information

Name: _____ Today's Date: _____

Circuit and/or Committee(s): _____

Event Information

Name of Event: _____

Date: _____ Time: _____

Location: _____

Approximate Number of Attendees: _____

Special Guest(s): _____

Co-Sponsors: _____

Were Pictures Taken: ___Yes ___No

Thank You Note Written {especially to your special guest(s)}:

Acknowledgement

Please identify anyone who was particularly helpful in organizing or otherwise helping with this event and summarize his or her contributions.

Description

Please write a brief summary of the event.

LIST ALL EXPENDITURES FOR WHICH YOU ARE SEEKING REIMBURSEMENT, STATING THE TYPE AND AMOUNT OF THE EXPENDITURE:

TOTAL REIMBURSEMENT REQUESTED FROM YLD:

\$ _____

Make check payable to:

NAME: _____

ADDRESS: _____

I request reimbursement from the SC Bar YLD for actual expenses incurred as reflected on this form:

Signature _____

Date _____

Please complete and return, along with pictures (if applicable) no later than two weeks after the event to Kimberly Snipes at ksnipes@scbar.org.