

# Western Fraternal Life

1900 First Avenue NE, Cedar Rapids, IA 52402-5372  
1-877-935-2467 • (319) 363-2653 • Fax (319) 363-8806 • www.wflains.org • wflains@wflains.org

## Item Giveaway Pre-approval Form

This form is intended to be used for advanced approval for a giveaway item at an event. We want our lodges to have flexibility in what they choose for all ages. Please fill out the bottom portion of the form and return it to the Home Office. Payment will be made after the event and upon receipt of the registration slips and copy of the receipt. Invite a Western agent to assist with part of the event to answer question about insurance and annuities.

### Guidelines

1. Your event may be a single lodge or multi-lodge activity. We encourage lodges to have their activity at a community event (parade, fair, festival, etc) to draw a large number of community members and gain recognition for the lodge. A booth/or table should be set up to register with a sign indicating that it is sponsored by Western Fraternal Life followed by your lodge name and number.
2. Your event must have a minimum of 25 participants in attendance.
3. Both members and NON-members attending the function will be eligible to win the prize.
4. Send in registration slips with name, email, and telephone numbers, to the Home Office within 30 days of the event. The information will be made available to agents if the registrants indicate on the registration slips that they would like more information.
5. A copy of the receipt should accompany the registration slips. Please circle the item purchased. Advance payment will be made only with District Director's approval.
6. Reimbursement will be limited to one event per year, per lodge.
7. Maximum allowance per event will be \$100 for a single-lodge event. Maximum allowance per event will be \$150 for a multi-lodge event.
8. Advance approval by the Home Office is required at least two weeks before the event by mailing, faxing, or e-mailing this form to us.

PLEASE SUBMIT THE BOTTOM PORTION OF THIS FORM FOR APPROVAL

## Item Giveaway Pre-approval Form

Lodge Officer's Name \_\_\_\_\_ Lodge Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone/Email \_\_\_\_\_

Are you planning this event with another lodge? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, who \_\_\_\_\_

Event that the prize will be given away at: \_\_\_\_\_

Date of the Event \_\_\_\_\_ Number of prizes given away \_\_\_\_\_ Estimated No. of registrants \_\_\_\_\_

Prize(s) to be given \_\_\_\_\_

Signature \_\_\_\_\_

Do you need any of the following? (Keep leftover items for future giveaways.)

- |                                    |           |          |                         |
|------------------------------------|-----------|----------|-------------------------|
| 1. Press Release form              | Yes _____ | No _____ |                         |
| 2. Registration slips              | Yes _____ | No _____ |                         |
| 3. Bike Brochures to handout       | Yes _____ | No _____ | If yes, how many? _____ |
| 4. Member Benefit Brochure         | Yes _____ | No _____ | If yes, how many? _____ |
| 5. Volunteer infographic (handout) | Yes _____ | No _____ | If yes, how many? _____ |

Please return this form to: Fraternal Department  
Western Fraternal Life  
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