



Evergreen Education Association

5516 NE 107 Avenue, Suite 100 • Vancouver, WA 98662 • (360) 892-1740 • FAX (360) 944-6960

EEA RECOGNITION FUND REQUEST FORM

The EEA recognizes retiring members by reimbursing up to \$150.00 for a gift/ gift certificate and reimbursing up to \$100.00 in party costs, pursuant to the budget line item amount for the year and the number of retirees announced by the May Rep Council meeting. See Policy 20: Below

Please get the signature of your Head Building Representative prior to purchasing gift or party items.

INDIVIDUAL RECEIPTS SHOULD NOT BE SPLIT BETWEEN TWO PEOPLE, ONLY ONE PERSON WILL BE REIMBURSED PER PURCHASE. TO BE REIMBURSED BEFORE JUNE 30, PLEASE HAVE ALL RECEIPTS/FORMS TO THE EEA OFFICE WITHIN (5) DAYS OF THE LAST DAY OF SCHOOL.

Directions for reimbursement:

- Fill out form
- Tape receipts to a blank piece of paper – noting if the receipt is for a party or gift.
- Return form and receipts to the EEA office via U.S. Mail or hand deliver to 5516 NE 107th Ave., Suite 100, Vancouver, WA 98662.

Name of Retiree:	
Name of person to be reimbursed:	
Address reimbursement check should be sent:	
City, State and Zip	
Total amount to be reimbursed: \$	
School Name:	
Head Representative name:	
Head Representative signature:	

Policy 20: RECOGNITION

Recognition funds, as determined by the budget adoption by Rep Council, will be awarded as noted below.

- Retirees. EEA encourages each site to establish a meaningful way to honor their retiring members or those eligible who separate from service that includes all who wish to honor and celebrate their career in education. A gift, not to exceed \$150, and assistance with the party costs, not to exceed \$100, may be provided by EEA. If the budget allows, members whose years of service in Evergreen and age total 75 will be given the same accolades as a retiring member. Prior approval by EEA is required. Funds are accessed via a reimbursement form signed off by the head association rep to alleviate duplicate reimbursement requests. Forms are available on the EEA website.
- 20-Year Veterans. EEA may acknowledge 20-year veterans in Evergreen by providing a meaningful memento. A certificate of achievement is provided by EEA and will be presented along with the memento at a staff meeting by the representatives at that site.