



# 2019 OA Youth Officer Event Attendance Request Form



Thank you for inviting a Section Officer/Section Adviser of the Order of the Arrow to attend your event. Please take a moment to fill out this event attendance request form.

You will be notified upon the approval of this request.

Note: Please consider paying the Youth Officers event fee and travel expenses. Advisers will cover their own expenses unless otherwise noted by the Host Lodge.

Requester's Name: \_\_\_\_\_

Requester's Phone #: \_\_\_\_\_ Requester's Email Address: \_\_\_\_\_

Invitee(s):  
\_\_\_\_\_  
\_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ to \_\_\_\_\_

Host Lodge/Council: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_

Describe specific requests for the invitee while at this event (Ex: conduct training, give a speech, etc):  
\_\_\_\_\_

Will the event fee be waived for the officers?  Yes  No If no, how much is the fee? \$\_\_\_\_\_

Will the event fee be waived for the advisers?  Yes  No If no, how much is the fee? \$\_\_\_\_\_

Who will pay the Youth Officer's travel expenses to and from the event:

HostLodge  Youth Officer (Note: Fuel expense will be reimbursed at a rate of \$0.20 / mile)

Estimated Officer mileage to and from event: \_\_\_\_\_ Estimated cost: \_\_\_\_\_ (Calculate at 0.20/mile)

Additional comments about the event and travel expenses: \_\_\_\_\_

What method of transportation will be used for the Section Officers travel?

Personal Vehicle  Other (specify): \_\_\_\_\_

Who will be the main contact regarding the Section Officers Visit?

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

What are the overnight accommodations (if applicable): \_\_\_\_\_

Submit completed form to Paul Empie at: [peowl2@yahoo.com](mailto:peowl2@yahoo.com)