



**CORK VOLUNTEER SUPPORT  
Pre-Approval Form  
2024**

**Cost in excess of \$ 300 total (round trip) or travel by Air must be pre-approved.  
Requests to be submitted to: sail@cork.org – please submit as soon as you become aware of expenses.**

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code/ZIP Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Details:**

Distance Travelled by vehicle: \_\_\_\_\_ km (total)

Other method of travel (specify): \_\_\_\_\_

Other Expenses (specify): \_\_\_\_\_

**Reimbursement Requested:**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Notes re Pre-Approval Request:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date Submitted**

\_\_\_\_\_  
**Signature of Volunteer**

*For Office Use Only.*

Assigned Event(s): \_\_\_\_\_

Assigned Volunteer Position(s): \_\_\_\_\_

Dates (YYYY-MM-DD); from: \_\_\_\_\_ to: \_\_\_\_\_

**Review and Approval Process:**

**Initial:**

**Date:**  
(YYYY-MM-DD)

Executive Director / Event Planning Committee Co-Chair Recommendation \_\_\_\_\_

Event Planning Committee Co-Chair Recommendation \_\_\_\_\_

Executive Committee Member Approval \_\_\_\_\_

Executive Committee Member Approval \_\_\_\_\_

Notification of Volunteer by Executive Director \_\_\_\_\_