



Community Outreach Fund

Saint Francis Hospital / Non-sponsored Mission Trips

The Community Outreach Fund is willing to make a contribution towards the expenses an employee incurs when volunteering to serve on a medical mission trip to indigent areas/countries and in other areas following various disasters. The amount of the contribution will be \$250 depending on the availability of funds at the time of application. This fund is supported by monies raised through the Employee Spirit of Giving Campaign.

If you are interested in applying for a financial contribution, you must meet the following criteria:

- 1. Be a Saint Francis *Care* employee,**
- 2. Volunteer to serve on a medical mission trip to an indigent country or in response to a disaster and,**
- 3. Have not applied for a financial contribution for two (2) years from this fund.**

To apply for these funds, go to the Saint Francis Infonet for an application form for *Saint Francis Hospital / Non-sponsored Mission Trip*.



Community Outreach Application Form Saint Francis Hospital / Non-sponsored Mission Trip

Please complete this form as indicated and supply a copy of expense receipts and validation of your participation in a Non-sponsored Mission Trip.

(Please print)

Name	Employee ID#	Date
Department/Unit:	Supervisor/Manager:	
Name of country traveling to:		
Dates of Travel:		

I have indicated below the total cost of my trip and how the funds were expended (receipts attached):

*Total Cost: _____

- 1.
- 2.
- 3.
- 4.

I wish to apply for an expense reimbursement of \$_____ (not to exceed \$250). I fully understand that these funds are contingent on the availability of funding at the time of my request.

Applicant Name (Print): _____

Signature of applicant _____

Date _____

Signature of applicant manager _____

Date _____