



**CNY Art Guild, Inc.**  
 PO Box 241  
 Liverpool, NY 13088-0241  
 www.CNYArtGuild.org

# Workshop Reimbursement Form

- CNY Art Guild offers a maximum of five (5) workshop reimbursements per Guild year.
- You may apply for a 10% refund of the cost of your workshop, up to a maximum of \$25.00.
- **Each member is eligible only once per guild year** (September through June).
- Workshop reimbursements are offered on a first come, first served basis.
- **Requests must be submitted within 2 weeks** of the completion of the qualifying workshop and include receipt of paid tuition.

Member Info	Reimbursement Request Date _____
	Amount Requested _____ <small>(You may request 10% of the workshop cost, up to a maximum of \$25.00)</small>
	Member Name _____
	Mailing Address _____
	City, State Zip _____
	Phone _____
	Email Address _____

**Submit this completed form, along with a copy of your receipt(s), to the guild for reimbursement. Include any promotional materials you may have about your workshop.**

Be sure to keep a copy of your receipt(s) and this completed form for your records.

Mail the form to: CNY Art Guild, PO Box 241, Liverpool, NY 13088

Workshop Info	Date of Workshop _____
	Workshop Title _____
	Cost of Workshop _____
	Location _____
	Instructor _____
	Description of Workshop _____ _____ _____

<p><b>For Treasurer Use Only</b>      <b>Approval Date</b> _____</p> <p>Date of Payment: _____      Amount Paid: _____</p> <p>Method of Payment:   <input type="checkbox"/> Cash    <input type="checkbox"/> Check    Check # _____    <input type="checkbox"/> Other _____</p>	<p>Fiscal Year _____</p> <p>Reimbursement # _____ <small>(of 5 available)</small></p>
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