Richmond Council of Garden Clubs, Inc.
Meals on Wheels Program
Procedures for 2018-2019

Following are the procedures that apply to the Meals on Wheels project.

Council will give financial assistance to member garden clubs who make flower arrangements for Meals on Wheels recipients. The following guidelines apply:

1) Clubs will be given 50 cents per arrangement, totally up to $20.00 per club.
2) Requests for reimbursement are to be made to Meals on Wheels Chairman after arrangements are completed. Use the application shown below.
3) Written documentation must be given to the treasurer prior to the check being written to the club.
4) RCGC will only make one payment, per fiscal year to a club participating in the Meals on Wheels project.

Clubs are encouraged to participate in the Meals on Wheels project independently. Club Presidents should contact Council Meals on Wheels Chairman Lu Cavallaro (lucavallaro@aol.com, 928-1016) for additional information.

Application for Reimbursement for Meals on Wheels

For participating clubs that would like to be reimbursed for expenses related to this program, please complete the information below:

Name of Club_____

Number of Arrangements Made_____ Date_____

(Attach documentation your club received from Feed More.)

Person submitting request for reimbursement_____

Please include name, phone # and email address:

_____

Date of Request for reimbursement_____

Check to be mailed to:

_____

_____

_____

Submit the completed form to:

Lu Cavallaro, Chairman (lucavallar@aol.com)
Meals on Wheels
9801 Harmony Woods Way, Apt. 409
Richmond, VA 23233-3102

Once the Chairman has approved the application and request, it will be sent to the Treasurer for payment.