

Chipping Event Steps To Reimbursement

STEP 1

- The event organizer needs to fill out a *Volunteer Application Form*
 - This form is needed for a variety of our volunteer projects, if you feel a question does not apply to your specific event, put “NA” or “Not Applicable”
 - Email the completed application to either andrea@idahofirewise.org as listed on the bottom of the form or to shelby@idahofirewise.org

STEP 2

- Await confirmation: once we have your application we will reply to let you know funding for your chipping event is secure.

STEP 3

- Plan your event
 - Set a date for your event
 - Talk to your neighbors and schedule a chipper rental or hire a mitigation company
 - Let us know the date by emailing shelby@idahofirewise.org
 - Market your event to your neighbors/participants
 - Utilize our *Customizable Event Flyer* or make your own

STEP 4

- Track your volunteer hours
 - Use the *Volunteer Hours Tracker* and track a minimum of 15 volunteer hours to qualify for reimbursement
 - Include the hours you spent planning the event as well as all of the hours you and your participants put into the event

STEP 5

- Submit the following for reimbursement
 - Minimum of 2 photos from the event
 - Copies of all receipts/invoices for the event
 - Completed *Volunteer Hours Tracker* with a minimum of 15 hours logged