

Kiwanis Club of Kingsport
P.O. Box 3506, Kingsport, TN 37664
Application for Leave of Absence

Date: _____

To the Board of Directors:

By this letter, I, _____, **am requesting a Leave Of Absence (LOA)** beginning _____ and ending _____ (maximum of six months).

I will not be able to attend regular weekly meetings because _____

_____.

I understand:

1. I will not be billed for meals not eaten during the LOA period (but I will continue to be billed for dues & Kiwanis Night fees). I may come to weekly meetings as my situation permits and I will be billed for those meals.
2. That a LOA can be initially granted for up to six months. The LOA may be renewed for up to an additional six months by a verbal or written request to the Administrative Secretary or Chairman of the Membership Development & Welfare Committee.
3. If my situation changes, I may terminate the LOA early and return to weekly Club meetings, etc. by notifying the Administrative Secretary or Chairman of the Membership Development & Welfare Committee of the date I will return to normal attendance. Billing for meals, eaten or not, will resume on that date.

Best regards,

(Signature)

Mailing address, if changed (please print):

Email address: _____

Telephone number(s): Home: _____ Work: _____

Routing: Membership Committee / Board of Directors / Administrative Secretary (file)

Date approved by Board: _____ **Renewal(s) approved:** _____