



**CORK VOLUNTEER
SUPPORT
Pre-Approval Form
2025**

Cost in excess of \$ 300 total (round trip) or travel by Air must be pre-approved.

Requests to be submitted to: sail@cork.org – please submit as soon as you become aware of expenses.

Volunteer Name: _____

Address: _____ City: _____

Province: _____ Postal Code/ZIP Code: _____ Country: _____

Phone: _____ E-mail: _____

Details:

Distance Travelled by vehicle: km (total)

Reimbursement Requested:

\$ _____

Other method of travel (specify): _____ \$ _____

Other Expenses (specify): _____ \$ _____

TOTAL \$ _____

Notes re Pre-Approval Request:

Date Submitted

Signature of Volunteer

For Office Use Only.

Assigned Event(s): _____

Assigned Volunteer Position(s): _____

Dates (YYYY-MM-DD); from: _____ to: _____

Review and Approval Process:

Initial:

Date:

General Manager Recommendation

Planning Group Co-Chair Recommendation

Executive Committee Member Approval

Executive Committee Member Approval

Notification of Volunteer by General Manager
