

CO-OP PUBLIC AWARENESS CAMPAIGN REIMBURSEMENT CLAIM FORM



GRAND LODGE OF INDIANA CO-OP PUBLIC AWARENESS CAMPAIGN

This form must be submitted to Grand Lodge of Indiana (Attn: Public Relations Dept.) via mail to address at lower right or to pr@indianafreemasons.org within 60 days of public relations effort completion or 60 days of invoice date. The individual lodge will be eligible to receive a maximum of \$500.00 in co-op matching funds for \$1000.00 or more spent on marketing the lodge and Freemasonry. Public relations efforts AND claims must occur prior to May 15th of the year requested to be eligible. Reimbursement will occur on a first come/first serve basis until \$10,000 co-op budget is depleted.

Lodge Name: _____ Today's Date: _____

Contact Name: _____

Contact E-mail: _____ Contact Phone: _____

Contact Cell Phone: _____ Contact Fax: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Total **Pre-Approved** Campaign Costs Submitted: \$ _____

Print (Newspaper, Magazine, Direct Mail) - Must Include:

Please Include the Following Proof Public Relations Efforts:

- Copy of the print material from the publication, or direct mail sample.
 - Original PAID publisher's invoice showing the date the print material ran, size of print material, publication name, and cost.
 - Direct Mail - Printer bills, mailing house bill and postage bill.
- Radio - Must Include:
- Notarized tearsheet (radio script), provided by your radio station upon request.
 - Original PAID invoice showing the date and time(s) public awareness spot aired, length of radio spot, and cost.
- Television - Must Include:
- Copy of VHS tape of finished public service announcement.
 - Notarized electronic tearsheet, provided by your television station upon request.
 - Original PAID invoice from television station.
- Outdoor Billboard - Must Include:
- Actual item sample or photo of outdoor billboard.
 - Original PAID invoice.
- Other Approved Public Awareness Effort (i.e. Lodge Beautification, Signage, 40+ License Plate Program, Chip Events, Lodge Open House) - Must Include:
- Photo of Signage or Beautification, Paperwork substantiating 40+ License Plate Program/Chip Events.
 - In case of Open House, provide written narrative of program and results of effort including public attendance count.
 - Original PAID invoice(s) substantiating effort.

Lodge Master Signature: _____ Date: _____

Contact Signature: _____ Date: _____

Freemasons' Hall
P.O. Box 44210
Indianapolis, IN
46244-0210

P. 317 634 7904
F. 317 634 1141

Approved

Grand Lodge of Indiana: _____ Date: _____

indianafreemasons.com