

How Do I...

Know what attendance is expected?	Page 4
Know my team?	Pages 13 - 22
Know what makes a good program?	Pages 27 - 28
Invite others to our program?	Page 25
Request a check?	Pages 30 & 33
Get reimbursed for a LRV expense?	Pages 30 & 33
Know what to do with excess funds?	Page 30
Assemble a final report?	Page 32
Know when to attend a local government meeting?	Page 5

Go to www.roanokechamber.org and click on Leadership Programs to download a sample of the following forms:

Check Request Form
Program Evaluation
Financial Summary Report
Sponsorship Letter
