

# Alaska State Elks



## ALASKA STATE ELKS ASSOCIATION WOUNDED VETERANS PROJECT

### Request To Host

### ‘WOUNDED VETERANS GROUP’

**Proposed Host Lodge Name & No.** \_\_\_\_\_

The purpose of hosting a Wounded Veterans Group is to express our appreciation for these veterans’ service and sacrifice to our country and to aid in their rehabilitation process by means of sharing with them our community and ourselves. “.....*not all wounds are visible*”

We request that the Alaska State Elks Association coordinate with the above named lodge for the purpose of hosting a group of Wounded Veterans to our community.

#### **ASEA Responsibilities:**

1. The named lodge understands and agrees that the ASEA, through the funded Alaska Wounded Veterans Project, shall pay all round-trip travel costs associated with the WV Group from their point of departure to the community in which the lodge is located.
2. The ASEA WVP Coordinator shall work with the lodge for the purpose of scheduling the WV Groups travel to/from the requesting lodge.
3. The ASEA WVP Coordinator shall in all cases act as liaison between the hosting lodge, the ASEA, the National WVP and any military entity associated with the event.
4. The ASEA shall assign a WVP Coordinator to work with the host lodge and who will be the point of contact for all matters concerning and associated with hosting a WV Group.

**Host Lodge Responsibilities:**

1. The host lodge shall be responsible for the care and enjoyment of the WV Group once they arrive at the host lodge community and to make and provide all arrangements for the WV Group. At minimum, such items to include.
  - a. All transportation requirements for the group upon arrival through departure.
  - b. All necessary housing arrangements
  - c. All necessary meals arrangements.
  - d. Schedule and coordinate all activities for the WVP Group during their stay.
  
2. The host lodge shall provide to the ASEA WVP Coordinator, for approval, a proposed schedule of events and activities, housing and meals and travel arrangements as outlined in items 1a – 1d above and to be included with this Request.
  
3. Other incidentals which the host lodge may wish to provide during the stay.

Please note that your group may include Wounded Veterans whom are stationed in Alaska and/or possibly from anywhere across the United States.

**Authorized Signature of Host Lodge**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact Info:**

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

