



# Kiwaniis®

## CLUB OF ASBURY PARK

### Committee Navigation Guide

#### Agenda Request Process

Any club member may request an agenda item be added to the committee agenda for consideration and discussion via the following:

- Service Agenda Request Form: <https://forms.gle/Dw9Q1KoYWKzr9iAu7>
- Finance Agenda Request Form: <https://forms.gle/FmTxshVduJNsRBIHA>
- Administrative Agenda Request Form: <https://forms.gle/nrLRRdPia7Zr5beTA>
- Social&Outreach Agenda Request Form: <https://forms.gle/37ozuk49PJEDP9Gm9>
  
- General Agenda Request Form: <https://forms.gle/fi3avhzfatyzmSNP6> (Committee Chair Submissions)

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#### Service Committee Links

- TBA
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#### Finance Committee Links

- Expense Process

Please submit all authorizations for expenses at least 7 days prior to the expense to ensure committee/club review.

Step 1:

Expense Authorization Form - <https://forms.gle/Y2DChz4zpGMjFRHy8>

Please submit all reimbursements for expenses within 30 days of the expense to ensure committee/club review and prompt payment.

Step 2:

Reimbursements Form - <https://forms.gle/oZ78rX94SUWq1B488>

Please submit a fully executed Finance Affidavit within 7 days of receipt loss and no longer than 30 days from the expense. Please provide any supporting documentation as well to assist the club in maintaining balanced books.



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**Step 3:** *\*rarely use\* only if receipt is missing or lost \**

Finance Affidavit -

[https://docs.google.com/document/d/1I\\_dYogsvMPhrPRrtPFfdbKZTngCskkUU\\_rO\\_FNL0vxl/edit?usp=sharing](https://docs.google.com/document/d/1I_dYogsvMPhrPRrtPFfdbKZTngCskkUU_rO_FNL0vxl/edit?usp=sharing)

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### **Administrative Committee Links**

➤ TBA

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### **Social & Outreach Committee Links**

➤ TBA