



# Event Checks On Hand Request

Region \_\_\_\_\_ Agency \_\_\_\_\_

Event name & date: \_\_\_\_\_

Number of checks needed: \_\_\_\_\_ (up to five)

Printed name of key volunteer requesting checks on hand: \_\_\_\_\_

Contact phone number or email: \_\_\_\_\_

Address to mail checks to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of key volunteer requesting checks on hand: \_\_\_\_\_

Printed name of head of agency (chief, sheriff, etc.) of volunteer: \_\_\_\_\_

Signature of head of agency (chief, sheriff, etc.) of volunteer: \_\_\_\_\_

*This form would be completed to request checks to have on hand for a LETR event. Only pre-approved key volunteers are eligible for this, and must have the head of their agency's signature on this form at the time of the request. The request should be mailed to Torch Run @HHJ: 300 Arboretum Place, Suite 660 Richmond, VA 23236 at least 2 weeks before the event.*