

THE ROTARY CLUB OF KILLEEN HEIGHTS
P.O. Box 2638
Harker Heights, Texas 76548

MEMORANDUM FOR: Board of Directors

Date

SUBJECT: Request for Leave of Absence (LOA)

1. I, _____, request a Leave of Absence from the Rotary Club of Killeen Heights from _____ to _____ (not to exceed 6 months).

2. I understand that:

- a. An LOA is not automatic and is a temporary relief from Rotary International attendance requirements.
- b. Unless specifically requested and approved, I will still be responsible to pay monthly dues as well as any additional obligatory costs associated with my membership to include the annual cost of 10 Crawfish Boil tickets. Obligatory costs will not be waived regardless of my reason for this request.
- c. This request will be brought before the board for a vote at its next regularly scheduled meeting (currently the first Tuesday of each month) and, if approved, will be effective on the first day of the following month.
- d. This request shall not exceed six (6) months in length and may not carry over from one Rotary year to the next. If necessary, I agree to resubmit an additional request.

3. Reason for the LOA:

4. I would like my request to be considered:

_____ Without reduced dues.

_____ With reduced dues (\$35 per month PLUS the cost of any meals consumed, events attended and Crawfish Boil tickets billed).

5. When completed, please submit this form to the Club Secretary, at
khrsecretary@gmail.com.

Printed Name

Signature