



Metropolitan Detroit Research & Education Foundation (11R)
4646 John R, Detroit, Michigan 48201

REQUEST FOR REVIEW AND APPROVAL OF NON-PROFIT EDUCATIONAL ACTIVITY

1. Request Submitted by: <i>Last Name, First Name:</i>		2. Email Address:	3. Telephone:
4. Sponsor:		5. Contact's Name:	6. Telephone:
7. Title of Activity:			8. Date(s) of Activity:
9. Funds will be used to Support the Following Educational Activity:			
<input type="checkbox"/> Sponsor a Seminar			
<input type="checkbox"/> Sponsor Staff or Patients to Attend Education and Training Activity			
<input type="checkbox"/> Request to attend Education and Training Activity			
10. Description of Education and Training Activity:			
11. How will the Activity Benefit the VA:			
12. Attach Budget and Description of Proposed Expenditures:			
<i>(I understand there may be a charge of up to a 15% for administrative fees.)</i>			
13. Attach Program Brochure, Course Description, etc. (if available):			
Requestor's Signature			Date:
For MDREF Use Only			
Administrative Fee: <input type="checkbox"/> 15% <input type="checkbox"/> Other:			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason:			
By:			Date:
Kathy Osinski, Chair, Non-Profit Education & Training Subcommittee			
Mary Jo Brady, Executive Director			