**ROTARY CLUB OF FORT COLLINS, INC.**

**INFORMATION AND APPLICATION FOR LEAVE OF ABSENCE**

Information about a Leave of Absence (LOA)

Article X.6 of the Club’s By-Laws states: “Upon application to the Board and upon good cause shown in accordance with the Club’s Constitution, the Constitution and By-Laws of Rotary International, and these By-Laws, a leave of absence may be granted to a member upon such terms and conditions as applicable.” An LOA is valid for up to 1 year, and requires re-application and Board approval each year.

Paragraph 19-B of the Club’s Financial Policy states: “Members may request a leave of absence if they are unable to attend weekly meetings for good and sufficient cause. The member on leave is required to continue paying club dues/operations and may choose to continue paying charitable contributions. The member is encouraged to continue paying towards a Rotary Foundation Sustaining Membership.”

Application for a leave of absence may be made by completing the form below and submitting it to the Club’s Secretary. **Members on LOA will continue to be billed and are expected to pay for Club Dues/ Operations**. Unless otherwise directed by the member when applying for a LOA, quarterly billings will also continue to include a Rotary Foundation Sustaining Membership contribution equal to that which the member was paying immediately prior to going on LOA. Members on LOA are expected to pay such quarterly bills on a timely basis (within 30 days) as if they were active members of the Club.

# Application for Leave of Absence (LOA)

Member Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date\_\_\_\_\_\_\_\_\_\_\_\_

Requested LOA Start Date- Circle One: July 1 October 1 January 1 April 1

Estimated Duration of LOA to the nearest end of a yearly quarter. \_\_\_\_\_\_ \_\_\_\_\_\_\_ (1 year max.)

There will be no pro-rata of dues.

 I wish to continue making Local Charitable and/or Legacy contributions at my current level.

 No, I wish to change or discontinue my Local Charitable and/or Legacy Contributions during LOA.

New Local Charitable Quarterly Amount: $\_\_\_\_\_\_\_\_\_\_\_

New Legacy Fund Quarterly Amount $ \_\_\_\_\_\_\_\_\_\_

I wish to continue paying for a Rotary Foundation Sustaining Membership (Rotary Foundation Sustaining Membership minimum is $25 per quarter) while on LOA.

No, discontinue my TRF Sustaining Membership while on LOA.

Reason for LOA Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand the above information and, if so indicated above, agree to continue my financial support of the Club’s charitable activities and/or Paul Harris Sustaining Membership.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_