

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN –  
FLORIDA  
Leader-on-Loan**

From \_\_\_\_\_ Date \_\_\_\_\_  
(name of branch or interbranch council)  
By: Officer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_ Date of Meeting \_\_\_\_\_  
Leader Requested \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Type of  
Meeting: (circle one) Branch Board Interbranch Other \_\_\_\_\_  
The purpose and goals of this request: \_\_\_\_\_

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Other branches or groups participating in the meeting: \_\_\_\_\_

Travel is best by: (circle one) Auto Bus Air

The state pays only for mileage; the host group pays registration, meals, and lodging, if necessary.

Contact the potential Leader-on-Loan for specific topic, title, content, and date needed.

Mail four (4) completed copies of this form to the Leader-on-Loan Coordinator. The Leader-on-Loan Coordinator will retain one copy for the files and mail three to the leader requested, along with a Report of Visit Form and a travel expense voucher.

Leader's Response:

Confirms: \_\_\_\_\_  
(signature of leader being requested)

Note to Leader: Keep one copy and mail others to the LOL Coordinator. The LOL coordinator will then send one copy to the branch and one to the director of finance.

Please note: if a change of plans is necessary, the Leader-on-Loan or the host group should contact the other party and inform the LOL coordinator.

The Report of Visit Form should be returned within two weeks of the visit; no payment will be made until the report and expense voucher are filed.

Send to: Janet Johnson, Leader-on-Loan Coordinator  
9138 SW 213<sup>th</sup> Terrace Road  
Dunellon, FL 34431-5747      jwjaj@bellsouth.net