



Rotary Club of Madison

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Extended Absence Form

PART 1. Request for waiver of 50% attendance requirement

Occasionally, you may encounter a circumstance in which attending a regular meeting is just not possible and even making up is not possible without real hardship. Our club's rules account for this by permitting you to miss an occasional meeting. In fact, you can miss up to 13 meetings during the first half of the year and another 13 during the second half of the year without any excuse or explanation and still meet our club's 50% minimum attendance requirement.

If you anticipate that you will encounter a circumstance that will make it impossible or unreasonable for you to attend or to make up enough meetings to meet the 50% attendance requirement, you may use this form to petition the board of directors to waive the otherwise automatic termination. Unless the reason for the absence was unforeseeable you must submit the request prior to the date for which you are seeking a waiver.

I will miss the meetings I have listed below. Even though I will be counted absent for other purposes, for purposes of the 50% attendance requirement please count me as "present" for the following meetings, which I will miss because of:

[Check one and explain in the space provided.]

- Health related problems.** Health related problems involving me or my immediate family.
- Unusual or extended business travel.** Unusual or extended travel related to my business such as a change of employment, a special assignment, or other employment related cause requiring unusual absence or commitment (not exceeding one year).
- Community service responsibilities.** Community service responsibilities requiring an unusual commitment of time and effort (not exceeding one year).
- Make up is difficult, uncertain, or impossible.** Presence in a location where make up is difficult, uncertain, or impossible.

DATES OF MISSED MEETINGS:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explain:

If you would like to be credited on your next dues statement with the costs of meals you have pre-paid and for which you have requested this waiver, check here __. (Minimum: 6 consecutive meetings.)

NAME: _____

Date: _____

Part 2. Request for credit of meal costs

Even if you have not applied for (or don't qualify for) a waiver of the 50% minimum attendance requirement, the Club will, in most instances, be glad to suspend your lunch charges and credit you with the cost of meals you have prepaid but are not able to attend. You will see the credit on the dues statement for the billing period beginning after your request has been received and approved by the club office.

The credit is available when requested in advance for 6 or more consecutive lunches and any one of these circumstances apply:

Please credit me on my next dues statement for the meal costs of the following meetings which I will miss because of:

[Check one and explain in the space provided.]

- Health related problems.** Health related problems involving me or my immediate family.
- Unusual or extended business travel.** Unusual or extended travel related to my business such as a change of employment, a special assignment, or other employment related cause requiring unusual absence or commitment (not exceeding one year).
- Community service responsibilities.** Community service responsibilities requiring an unusual commitment of time and effort (not exceeding one year).
- Absence from Dane County.** Absence from Dane County for 6 or more consecutive weeks.

DATES OF MISSED MEETINGS:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explain:

Member's name (please print) _____

Date: _____

Submit this form to the Club's Secretary, Patricia Jenkins.

This form is not required. It is offered as a convenience to members. A letter, fax, or e-mail providing comparable information is fine.