



Date:			
Shelter Name:		Shelter Operator Name:	
<i>As indicated on Community EWR plan</i>		<i>If different from Shelter Name</i>	
Shelter Address:		Org Address:	
City/Postal Code:		City/Postal Code:	
Phone Number:		Email Address:	
No. of nights on this claim:		BCH Coding	9560.52820, Subledger Type C Region Subledger: Address Book:

Dates shelter was open and being claimed on this form*:
<i>*Dates will be verified by the Nightly Occupancy Reports</i>

Description	Cost per Night	# of Nights	Total
Staff costs (including benefits)			0.00
Volunteer Appreciation			0.00
Food			0.00
Laundry			0.00
Cleaning Supplies			0.00
Client Transportation			0.00
Facility Rental <i>(please see Extreme Weather Response Policy)</i>			0.00
First Aid Supplies			0.00
Other (specify):			0.00
			0.00
			0.00
			0.00
			0.00
Totals:			0.00

Please note: You are welcome to use your organization's invoices as long as the invoices submitted contain the same level of information as this form.		
<i>Signature of Shelter Operator</i>	<i>Printed Name</i>	<i>Date</i>

DEADLINE - PLEASE SUBMIT WITHIN 2 WEEKS OF THE END OF THE EXTREME WEATHER EVENT			
Region	Email	Address	Fax
Sheila Matthews, Vancouver Coastal	smatthews@bchousing.org	510 - 369 Terminal Avenue, Vancouver BC V6A 4C	604-609-7031
Diana Kirady, Fraser	dkirady@bchousing.org	800 - 5945 Kathleen Avenue, Burnaby V5H 4J7	604-525-8201
Heidi Hartman, Vancouver Island	hhartman@bchousing.org	301 - 3440 Douglas Street, Victoria V8Z 3L5	250-475-7551
Peter Chau, Interior	pchau@bchousing.org	290 Nanaimo Avenue West, Penticton V2A 1N5	250-492-1080
Valerie Hare, Northern	vhare@bchousing.org	1539 11th Avenue, Prince George V2L 3S6	250-562-6488

THIS AREA FOR BC HOUSING USE ONLY	
Approved by:	
<input checked="" type="checkbox"/> Nights verified against Nightly Occupancy Reports	<input type="checkbox"/> Expenses verified against Nightly Expense Budget
Approved by:	
BC Housing Regional Director (or designate)	Date