



Email to:	toscanos@lcbalife.org
Mail to:	LCBA, PO Box 13005 Erie, PA 16514-1305 Attn: BROOM

Below is the Branch Submission Form that needs to be submitted to the Home Office to keep track of the points earned for the BROOM Award. Please make sure all needed items/documents are attached or mailed with your form. You can check off what is included at the bottom of this form. Your Branch can also earn extra points by notifying the Home Office at least one month in advance of any upcoming events or meetings!

Don't forget your Branch can earn more points by emailing with attachments the form and all other items to toscanos@lcbalife.org. If you have any questions, need help filling out the form or would like to know your Branch point balance please contact Samantha Toscano at 800-234-5222 ext. 234 or email toscanos@lcbalife.org.

_____	_____	_____
Branch #	Member Submitting Information	Email

Submission type *(Please check one):*

- EVENT** **MEETING**

Description

Date

Time

Name

Place

I have attached:	FOR EVENTS	FOR MEETINGS
<input type="checkbox"/> Photographs <i>(Maximum 10)</i>	<input type="checkbox"/> Attendance Bonus Verification <i>(Over 100 People - must provide sign-in sheet or photographs)</i>	<input type="checkbox"/> Government Official Attendance Verification <i>(must provide photo and write up)</i>
		<input type="checkbox"/> Photographs <i>(Maximum 10)</i> <input type="checkbox"/> Meeting Minutes



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