



CIRCLE OF LIFE
HOW TO COMPLETE THE
ONLINE BOOKED (OR COMPLETED) FORM

- Go to www.esaintl.com
- Click on Member Center
- Input member number & password
- Click on Circle of Life
- Click on Booked (or Completed) Event Form (interactive)

NOTE: This is the preferred way to “book” or “complete” an event form. Reason: once the form is filled out and the submitted, it automatically sends a copy of the form to the IC Circle of Life Chairs, State Circle of Life Coordinator(s), ESA Circle of Life Office and ALSAC.

For any questions or problems concerning these forms, please contact Cathy Lyons at ESA’s Circle of Life office by phoning 970-223-2824 Ext. 101 or e-mailing at cathyl@esaintl.com

CIRCLE OF LIFE / ST. JUDE EVENT FORMS

COMPLETED EVENT FORM – to be returned to the Circle of Life office immediately after event.

Instructions: All information is necessary to process this form. A chairman pin will be sent upon receipt of Completed Event Form for all events raising \$100 or more. Please send any additional comments about this event via e-mail. Note: you may also submit this form electronically at www.esaintl.com.

Name of Event: _____ Event Total: \$ _____

Date of Event: _____ Event City/State: _____

Chapter(s) Participating:	CHAPTER NAME	PERCENTAGE OF CREDIT
CHAPTER #		

Event Chairman/Co-Chairman: (note: as of 6/03 only two chairmen may be listed per event)		
NAME	CHAPTER NAME	PERCENTAGE OF CREDIT

- To help save on administrative costs, it is not necessary to send any thank you letters from the Circle of Life Office.
- To help save on administrative costs, it is not necessary to send award certificates/plaques from the Circle of Life Office.

Pink copy: State Coordinator • **Yellow copy:** Your Records • **White copy:** Circle of Life Office, 363 West Drake Road, Fort Collins, CO 80526
970/223-2824 ph | 970/223-4456 fax | esainfo@esaintl.com | www.esaintl.com

BOOKED EVENT FORM – detach this portion and return to the Circle of Life Office BEFORE event takes place.

Instructions: All information is necessary to process this form. A chairman pin will be sent upon receipt of Completed Event Form for all events raising \$100 or more. Please send any additional comments about this event via e-mail. Note: you may book events online at www.esaintl.com.

Name of Event: _____ Date of Event: _____

ALSAC Event ID# (if required): _____ Refreshments/Food Being Served (circle one): Yes No

Location of Event: _____ Number of Participants: _____

City/State/Zip: _____

Chapter(s) Participating:	CHAPTER NAME	PERCENTAGE OF CREDIT
CHAPTER #		

Event Chairman: _____	Email: _____
Address: _____	City/State/Zip: _____
Home Phone: _____	Work Phone: _____
Co-Chairman: _____	Home Phone: _____

(note: as of 6/03 only two chairmen may be listed per event)

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