



Dear Zonal Directors and Chapter Presidents:

Namaskaar!

As you know, the KOA board earlier this year passed a resolution to return a certain percentage of the total membership fee raised, back to zones for offsetting the expenses incurred in organizing local events. The details of the resolution are provided below:

<http://koausa.org/resolutions/2.html>

The 'Back to Zone Funds" are to be used for purposes that are completely in line with the mission of KOA. This includes cultural events, community celebrations, publications that support our mission, etc.

If you have not sought a refund to cover part of your expenses, please do so immediately, **definitely before the end of the year**, by filling out and e-mailing the *Reimbursement* spreadsheet back to us and by sending relevant receipts to following address:

Zippy Aima Sapru
6018 Kingston Ranch
San Antonio, TX 78249

If any questions, please feel free to contact us. We look forward to hearing from you soon. Thank you.

Regards,
Sunil Fotedar
President, KOA
210-568-7726

Zippy Aima Sapru
Treasurer, KOA
210- 877-5484

