



Matching Funds Program Request, Approval, and Completion

How the program works:

The Society will match \$1 for each \$1 raised by Woman's Life members through fundraising on a project initiated and organized by the Woman's Life chapter and subject to the following program rules:

- Each fundraiser must be pre-approved by Home Office.
- The fundraiser must benefit a needy person(s) or a charitable organization or purpose.
- Up to \$500 per project will be matched, with a maximum of \$5,000 per year per chapter for the total of all matching funds and volunteer service project grants.
- Additional matching funds of up to \$500 per year are available for fundraisers for the Society's National Cause.
- A chapter can do multiple projects for one recipient as well as select a number of different project recipients.
- A minimum of 5 chapter members must work on each project.

What to do before conducting a Matching Funds Project:

1. As a chapter, decide on the details of the project you would like to do, including the recipient.
2. A chapter officer must complete the information requested below providing as much detail as possible regarding the proposed matching fund project. The more detail included in this application, the better we can assist you with your event and the faster we can process your request.
3. Send your completed form to the Home Office.
4. In order to qualify for Matching Funds, Home Office approval must be received before the project begins. You will be notified of the Home Office decision on your request when this form is returned to you.

FOR CHAPTER USE

Our chapter is requesting Matching Funds for the following fundraiser:

1. The recipient will be:

Name _____

Address _____

Telephone Number _____

If the recipient is not a 501(c) (3) charitable organization, please explain the recipient's special need.

Is the recipient related by blood or marriage to a member? _____

2. Date(s) fundraiser will be held: _____

3. Members participating in fundraising event: _____

4. Detail of proposed fundraiser:

- Explain in detail exactly what your chapter will be doing to raise funds. (Provide as much detail as possible regarding your proposed event. Attach a separate sheet, if necessary. The more detail you provide, the better we can assist you with your event and the faster we can process your request.)

- How will the fundraiser be promoted?

- Where will the fundraiser take place?

- What cost is anticipated to support the fundraiser?

5. **Send form to:** Woman's Life Insurance Society, Attention: Chapter Development Department,
1338 Military Street, PO Box 5020, Port Huron, Michigan 48061-5020

Submitted by: _____ Chapter No. _____ State _____ Date _____

What to do after your Matching Funds request is approved.

1. Hold the fundraiser.
2. Complete this information: Funds raised: \$ _____
Expenses deducted: - _____
Net amount raised (amount to match): \$ _____

I affirm that the above is a true and accurate accounting of the fundraising activity of Woman's Life Chapter _____ members.

Signature of Chapter Officer

3. Issue a check for the net amount raised payable to Woman's Life Insurance Society.
4. Mail this form and your chapter's check for the net amount raised to Woman's Life.
5. Home Office will deposit your chapter's check and will issue one check to the recipient for the net amount raised plus the Society's match. This check will be returned to the chapter for presentation or delivery to the recipient by the chapter.

FOR HOME OFFICE USE:

The following action has been taken on the Matching Funds request described on this form:

_____ Approved _____ Denied By _____ Date _____