



VOLUNTEER SERVICE PROJECT GRANT REQUEST FORM
(please see instructions on page 2)

Chapter No. _____ City _____ State/Province _____

Our chapter is applying for a volunteer service project grant in the amount of \$_____.

Detailed description of what our members will be doing for this project and who it will benefit:

Date of project: _____

Itemized estimate of cost of materials and supplies:

Chapter members who will participate in this volunteer service project: (A minimum of 5 required)

_____ Date _____ Signature of Chapter Officer

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

Allowed:	Denied:	Approved by:	Date:
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Volunteer Service Projects and Volunteer Service Project Grants

Volunteer Service Project—A chapter performs a volunteer service project when at least five members join in providing hands-on service, not funds, to a needy individual or a not-for-profit organization. Popular volunteer service projects include hosting a Christmas party at a nursing home, collecting food for the soup kitchen, and making mittens for a homeless shelter.

Volunteer Service Project Grant—The Volunteer Service Project Grant is intended to help chapters perform projects when start-up materials and supplies are needed in order to accomplish the project. The chapter may request up to \$500 for the purchase of materials and supplies for a specific project. There is no limit on the number of grants that can be requested each year, but there is a combined maximum of \$5,000 per year per chapter for all matching funds and volunteer service project grants. An additional grant up to \$500, not subject to the maximum, is available for projects for the National Cause.

Not every volunteer service project is eligible for a grant. In addition to the general requirements stated above, there must be a need for materials or supplies that will be used in carrying out the actual service. In other words, the materials or supplies must be part of a larger service effort (such as refreshments for a card party for senior citizens) or must be used to create something of greater value than the material or supplies themselves (such as the fabric, thread, and buttons used to make teddy bears for a local hospital).

The following examples may be helpful:

1. A chapter purchases small gifts and delivers them to a women's shelter for Christmas. This is a fine volunteer service project; however, it does not qualify for a grant. The items gathered will not be changed to create something of greater value, nor are they part of a larger service effort.
2. Another chapter purchases small gifts for a women's shelter. A few days before Christmas, the chapter hosts a Christmas party at the shelter. Members serve cookies, mingle with the residents, and lead the singing of Christmas Carols. A grant could be requested for refreshments and gifts, since the actual hosting of the party is the real service being provided.
3. Another chapter purchases yarn and makes mittens for distribution to residents of a women's shelter. Many hours are devoted to turning the yarn into useful new items. A grant could be requested for the purchase of the yarn, since the members' service will turn it into something of greater value.

All Volunteer Service Project Grant Requests must be approved by the Home Office prior to the event. To obtain approval, the following steps should be taken:

Instructions for Requesting and Reporting a VSP Grant

1. Complete this Volunteer Service Project Grant Request Form (C-35). Please provide as much detail as possible.
2. Mail, fax, or email the completed form (C-35) to Home Office.
3. The grant check will be mailed to the Treasurer.
4. Show the grant received on Line 5 of the Treasurer's Report (C-36).
5. Be sure to keep all receipts for items purchased with grant money.
6. Show the expenditure of grant monies on Line 11B of the Treasurer's Report (C-36).
7. Report the project on the back of the Treasurer's Report (C-36) under "Reimbursable Local Unit Activities; Volunteer Service Project". Be sure to show the date of the project and the number of members and guest volunteers who participated.
8. Report the hours spent preparing and working on this project on the back of the Treasurer's Report (C-36) under "Fraternal Volunteer Service; Hours of Community Service".
9. Submit the following items to Home Office:
 - A. Form C-35f, Volunteer Service Project Grant Final Report Form; you will receive this form with the approved grant form and check.
 - B. Receipts for all items purchased with the grant money.
 - C. A Chapter check made payable to *Woman's Life Insurance Society* for any unused balance due *Woman's Life*.

ONE MORE SUGGESTION:

Why not take advantage of this volunteer service project to generate some great publicity for your chapter! A project like this makes good news before or after the event. If you need help writing a press release or contacting the media in your area, please feel free to call our Sales & Marketing Department. Don't be afraid to tell your community about the great work you do!