



VOLUNTEER SERVICE PROJECT GRANT REQUEST FORM
 (Please see instructions on reverse side of form)

Chapter No. _____ City _____ State _____

1. Our chapter is applying for a volunteer service project grant in the amount of \$ _____.
2. Project Recipient:
3. Please explain the recipient's special need:
4. Detailed description of what members will do for this project:

5. Does this project support our National Cause: Answering the Call to Fight Homelessness and Hunger in America?
 Yes No
6. Date of project: _____
7. Itemized estimate of cost of materials and supplies:

8. Chapter members participating 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:

Volunteer Service Projects and Volunteer Service Project Grant

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, making food for the soup kitchen, and creating blankets 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. Up to \$500 per project may be granted. Funding eligibility is determined based on financial products held within the chapter.

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. Gifts can only account for 20% or less of the requested grant. 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.

For complete Volunteer Service Project Grant guidelines, refer to the Benefits of Membership, Form C-92.

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 a minimum of 6 weeks prior to the project date.
3. If approved, the grant check will be mailed to the Treasurer.
4. Be sure to keep all receipts for items purchased with grant money.
5. Submit the following items to Home Office:
 - A. Completed 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*.
 - D. Number of members and guests participating.
 - E. Number of hours invested.

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 your event. If you need help writing a press release or announcing your project, please feel free to call Michelle Archer in Chapter Development. Don't be afraid to tell your community about the great work you do!