Woman's Life®
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Volunteer Service Project Grant Checklist
General Guidelines

On Your Mark:	✔
• Discuss a recipient (individual in need, community need, or a non-membership 501(c)(3) organization)	
• Discuss how you will use grant money (create itemized list)	
• Discuss how much grant money will be needed for the project	
• Hold a chapter vote to accept the proposed project	
• Set a date for your project	
Get Set:	
• Submit request to Home Office through the ChapterWeb under "Volunteer Service" or by using Form C-35 at least 6 weeks prior to the project (Be sure to give lots of details describing the project as well as an itemized list of items to be purchased with the grant monies)	
• Receive approval from Home Office	
Go:	
• Form a committee	
• Delegate and share responsibilities (minimum of 5 members required)	
• Hold project	
• Take pictures during your project	

• Help out your treasurer:
    • Keep a list of any member or guest who helped
    • Ask members how much time they spent on the project	

• Keep receipts of outgoing funds	
Finish Line:	
• Submit final form, any unused funds, and reciepts to Home Office within 30 days following your project	

• Send pictures to Home Office of your chapter at work and having fun!
    • Make sure the pictures arrive within 30 days of the project
    • Don't forget to include a paragraph describing the project	

• Let Home Office know about any recognition your chapter receives so we can celebrate with you!	
• Relax and do something fun with your chapter!	