

Volunteer Service Project Grant Checklist

General Guidelines

On Your Mark:

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• Discuss a recipient (individual in need, community need or a non-membership 501c3 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 (Form C-35) to Home Office 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:	
o Keep a list of any member or guest that helped	
o Ask members how much time they spent on the project (To be reported on the C-36 Monthly Activity Report)	
• Keep receipts of outgoing funds	

Finish Line:

• Submit final form, any unused funds and receipts to Home Office within 30 days following your project	
• Send pictures to Home Office of your chapter at work and having fun!	
o Make sure the pictures arrive within 30 days of the project	
o 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!	