

## Matching Funds Checklist

### General Guidelines

<b>On Your Mark:</b>		✓
• Discuss a recipient (individual in need, community need, or a non-membership 501(c)(3) organization)		
• Discuss how you will raise funds		
• Hold a chapter vote to accept the proposed fundraiser		
• Set a date for your event		
<b>Get Set:</b>		
• Submit request to Home Office through the ChapterWeb under "Fundraisers" or by using Form A-71 at least 6 weeks prior to the event (Be sure to give lots of details describing the event)		
• Receive approval from Home Office		
<b>Go:</b>		
• Form a committee		
• Delegate and share responsibilities (minimum of 5 members required)		
• Promote your event <ul style="list-style-type: none"> <li>• If a Home Office designed flyer is desired, please request it 5 weeks prior to the event</li> <li>• Submit any chapter made flyers or advertising to Home Office for approval prior to publication</li> </ul>		
• Hold fundraiser and take pictures at your event		
• Help out your treasurer: <ul style="list-style-type: none"> <li>• Keep a list of any member or guest who helped</li> <li>• Ask members how much time they spent on the project</li> </ul>		
• Deposit all funds raised into your chapter's bank account		
<b>Finish Line:</b>		
• Issue a check for the net amount raised made payable to "Woman's Life"		
• Submit the check and final form to Home Office within 30 days of your event		
• Send pictures to Home Office of your chapter at work and having fun! <ul style="list-style-type: none"> <li>• Make sure the pictures arrive within 30 days of the event</li> <li>• Don't forget to include a paragraph describing the fundraiser</li> </ul>		
• Let Home Office know about any recognition your chapter receives so we can celebrate with you!		
• Receive the matched check from Home Office		
• Present the check to the recipient (Take pictures and submit to Home Office!)		
• Relax and do something fun with your chapter!		