

Matching Funds Checklist

General Guidelines

On Your Mark:

	√
• Discuss a recipient (individual in need, community need or a non-membership 501c3 organization)	
• Discuss how you will raise funds	
• Hold a chapter vote to accept the proposed fundraiser	
• Set a date for your event	

Get Set:

• Submit request (Form A-71) to Home Office at least 6 weeks prior to the event (Be sure to give lots of details describing the event.)	
• Receive approval from Home Office	

Go:

• Form a committee	
• Delegate and share responsibilities (minimum of 5 members required)	
• Promote your event	
o If a Home Office designed flyer is desired, please request it 5 weeks prior to the event	
o Submit any chapter made flyers or advertising to Home Office for approval prior to publication	
• Hold fundraiser and take pictures at your event	
• 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)	
• Deposit all funds raised into your chapter's bank account	

Finish Line:

• Issue a check for the net amount raised made payable to "Woman's Life Insurance Society"	
• 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!	
o Make sure the pictures arrive within 30 days of the event	
o Don't forget to include a paragraph describing the fundraiser	
• Let Home Office know about any recognition your chapter receives so we can celebrate with you!	
• Receive the matched check from Home Office	
• Present check to the recipient (Take pictures and submit to Home Office!)	
• Relax and do something fun with your chapter!	