COMMUNITY SERVICE COMMITTEE MATCHING FUNDS GUIDELINES

Please read these guidelines carefully and follow the procedures to avoid delays in receiving your matching funds. If you have not heard from the committee within two weeks of mailing this form, contact the Chairman of the committee for an update.

1. The Chapter will do a fundraiser for some form of community service. This should benefit some organization within your immediate community. Qualified recipients under this program may include, but are not limited to, such projects as school scholarships, school related assistance, animal shelters, church ministries, food banks, ecumenical services, community sponsored charities and fund raisers such as foster care programs and childhood cancer, assisted living facilities. to name a few.
2. The Chapter secretary will complete the application form giving a full description of the type of community service to be provided.
3. The Chapter secretary sends to the Community Service Chairman the **APPLICATION FORM** and a **COPY of the CHECK** made out to **Alabama Grand Chapter**.
4. The Chapter secretary sends to the Grand Secretary a **COPY** of the **APPLICATION FORM** and the **CHECK** made out to **ALABAMA GRAND CHAPTER**. The Grand Secretary will hold the check until the application is approved by the Community Service Committee.
5. Two or more Community Service Committee Members will evaluate the application and either approve or reject it.
6. The Community Service Committee will notify the Grand Secretary of their decision in writing.
7. If the application is approved, the Chapter's check will be deposited by the Grand Treasurer, who will then, upon proper order, issue a check made payable to the Chapter or to the recipient of the fundraiser, whichever the Committee Chairman directs. The Grand Secretary will then send the check and a copy of the application to the Chapter secretary and will retain a copy of the application and check on file.
8. If the application is rejected, the Grand Secretary will write "VOID" on the Chapter's check and return it to the Chapter secretary along with a copy of the application.
9. If the application is rejected, the Committee Chairman notifies the Chapter secretary and returns the application to the Chapter with the reason for objection filled in on the application.
10. The Chapter will provide the Community Service Committee Chairman with a follow-up picture and acknowledgement from the recipient(s) after presenting the check. The Chairman will share this information with the Grand Secretary, who will keep all documentation on file at the Grand Chapter office.

Kathi Cribbet
Community Service Chairman
110 Caswell Place
Huntsville, AL 35811
kcribbet@gmail.com
561-632-4935

Marlene Lovelady, PGM
Grand Secretary
1423 Upper Kingston Road
Prattville, AL 36067

ALL APPLICATIONS MUST BE SUBMITTED BY AUGUST 15 EACH YEAR IN ORDER TO BE CONSIDERED FOR MATCHING FUNDS FOR THE CURRENT BUDGETED YEAR.

COMMUNITY SERVICE MATCHING FUNDS APPLICATION

Chapter _____ Date of Application _____

Chapter Secretary _____ Phone _____

Address _____ Email _____

_____Amount of Check_____

Full name of recipients to whom check should be made: _____

Detailed description of your fundraising event (Use back if necessary)_____

_____

_____

_____

Description of how the recipient(s) and the community will benefit from these funds:

_____

_____

_____

_____

When, how, and where will the check be presented: _____

_____

_____

Signature of Chapter Secretary_____

(Chapter Seal)

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For Community Service Committee Use

Date received by Community Service Committee Chairman: _____

Date reviewed by Committee: _____

_____Approved _____Rejected (Reason for rejection)_____

_____

Committee members reviewing this application: _____

(at least two signatures required) _____

Date check sent to Chapter from Grand Chapter _____ by USPS _____or by _____

Member Name

_____

Marlene Lovelady, PGM, Grand Secretary

(Grand Chapter Seal)

Revised October 2026

Follow-up on Community Service Matching Funds Application

To be completed after the Chapter presentation of funds and mailed to the Grand Secretary:
(may be scanned and emailed or sent by USPS)

Permission of recipient(s) to use pictures on social media or other publications _____yes _____ no

(Optional) Comments from recipients regarding this project.

_____

_____

_____

Recipient(s) Signature _____

(Attach any pictures taken at event)