

Chapter Leadership Fund Grant Process

A Hub form titled “Chapter Leadership Fund Grant Request” is available for chapters to submit requests to use their Chapter Leadership Fund (CLF). This form will collect all needed information, including request amount, reason(s), and itemization of expenses with receipt uploads. See back for step-by-step instructions.

- Chapters can request grants to defray the direct cost of LEAD Provincial Conferences, LEAD Schools, Grand Chapter Congress and Presidents' Academy. Additionally, grants may be provided to cover costs associated with chapters or chapter members sponsoring or attending educational or professional/personal development speakers and/or workshops, conferences or similar events (including field trips to businesses that include significant elements of educational presentations, tours, etc.). Chapters should seek guidance in advance from staff if questions about what is qualified.
- The submitter will select a particular program for the request. Only programs that have registered members from the chapter will be selectable.
- Requests must be made within 30 days after the program.
- Funds can only be issued as reimbursements, not paid in advance except for Fraternity event registration expenses. The reimbursement requests can only be approved after the program to ensure full attendance and participation prior to reimbursement of expenses (travel, hotel, etc.).
- If approved, a check will be made out to the appropriate provider of education, Chapter, or paid to the Fraternity in the form of an educational grant to the Chapter.
- Although the chapter will be notified of a gift right away, funds will not be available for use, with the exception of pre-paid registration fees, until 10 business days after the gift has been processed by the Central Office staff.

Various chapter officers will receive communications relating to pending requests, denied requests, approved requests, and a weekly summary of donations (if applicable), as well as periodic reminders of CLF usage..

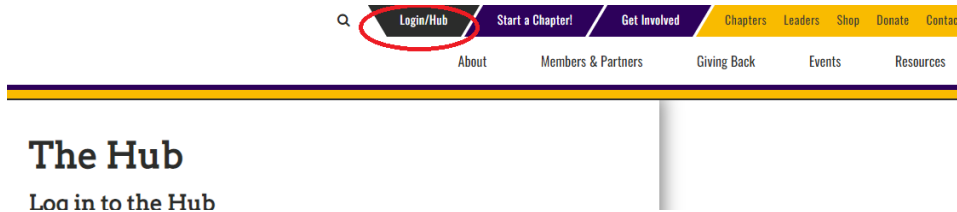
- Quarterly , chapters will be notified by staff of upcoming events, details about using CLF funds (what is allowed and not) and deadlines.
- Immediately following an event, chapters in attendance will be sent an email by staff reminding them to use their CLF as available and eligible.
- Upon submission of the Hub form, officers will receive notice of a pending request, informing them that it will be reviewed and, if approved, disbursed after the program.
- In the rare instance where a grant is not approved, officers will receive notice of why the request was denied and instructed to either submit a new request or reach out to the Central Office staff with questions.
- Upon approval by the Central Office staff, a letter with an enclosed check will be mailed using the address provided on the form.
- In weeks when there are donations, officers will receive an email summary of donations to their CLF within the past week. This report will include donor contact information. It is strongly encouraged that chapters reach out and thank their donors.

PVPs and RVPs will receive a quarterly email with the fund status for all chapters in their respective purview. This will be in addition to a Hub Report that will be available at all times with the same information.

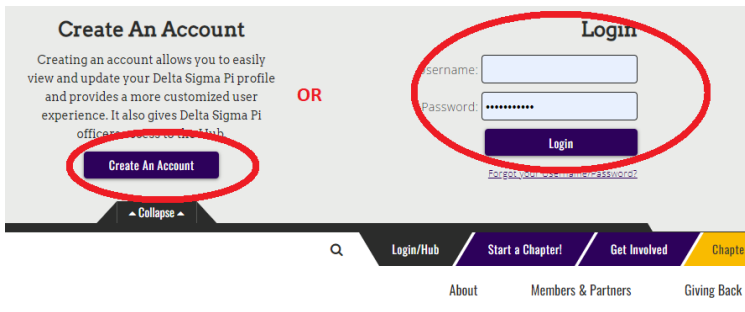
Please visit dsp.org/clf or contact foundation@dsp.org for more information.

Accessing the "Chapter Leadership Fund Grant Request" Form

1. Visit dsp.org/hub



2. Log In with your credentials. If you do not have credentials, you'll need to create an account.



3. Select "Chapter Profile"



4. Select "Chapter Leadership Fund Grant Request" under Forms

