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.

- 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. The request can only be approved after the program to ensure full attendance and participation prior to reimbursement of expenses (registration, travel, hotel, etc.).
- If approved, a check made out to the chapter will be mailed.
- Although the chapter will be notified of a gift right away, funds will not be available for use 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.

- 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 request approval by the Central Office staff, a letter with an enclosed check will be mailed to the chapter using the address provided on the form.
- On a weekly basis, 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.