

LPSCU Matching Fund Program

This program, introduced January 1, 2011, and further amended March 2012, March 2014 and September 2015 allows members, branches and districts to receive matching funds for a qualified project/donation to a not-for-profit charitable institution, organization or drive.

Members/Branches/Districts may conduct charitable projects in their local communities. The LPSCU Home Office will match these projects on a \$1.00 for \$1.00 basis. The MAXIMUM amount, on a Member matching funds level, shall be limited to no more than \$25.00 twice in a calendar year. The Maximum amount, on a Branch matching funds level, shall be limited to no more than \$100.00 four times in a calendar year. The Maximum amount, on a District matching funds level, shall be limited to no more than \$200.00 four times in a calendar year.

Branches/Districts may hold more than four events per year; however cannot exceed the MAXIMUM amount in a calendar year. Branches/Districts are encouraged to hold at least one Matching Funds Project targeted toward our younger membership.

Direct donations from a Branch/District are limited to 50% of the MAXIMUM amount, \$50 for a Branch/\$100 for a District. The purpose of the LPSCU Matching Fund Program is to get members together to actively participate in a fund raising project.

Guidelines for the LPSCU Matching Fund Program can be found on the next page. Originals are to be printed as requested.

In order for a Member to receive Matching Funds, the member (or adult if the Member is a minor) must complete the Matching Fund Form Part I and Part II.

In order for a Branch/District to receive Matching Funds, an officer within the branch/district must complete the Matching Fund Form Part I and Part II.

LPSCU Matching Fund Program Guidelines

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To receive Matching Funds, a Member/Branch/District MUST verify that their project/donation is for a fully qualified, not-for-profit charitable institution, organization or drive. The rulings of the Internal Revenue Service shall define this designation and prevail. A Matching Fund Form Part I – Verification MUST be completed and submitted to the Home Office. Upon completion of the event a Matching Fund Form Part II – Summary MUST be completed and returned to Home Office. The charitable group MUST verify that the donation was received from the Member/Branch/District before the Home Office will send a check for the Matching Funds.

In order to qualify for Matching Funds on a Member/Branch/District level, a Member/Branch/District officer must request the proper form from the Home Office. This form must be completed prior to the commencement of the project and returned to the Home Office to verify that a Matching Funds project is in progress.

The Branch/District holding a qualified Matching Funds Project is required to publish the event in the *Zornicka* at least sixty (60) days prior to commencement of the event. The Branch/District is also encouraged to publish the event in a local

newspaper for possible community involvement. A Matching Funds Donation does not require publication prior to the event.

Articles including a picture are to be published in the *Zornicka* to promote and urge other Members/Branches/ Districts to hold similar Matching Funds events and continue to promote the Matching Funds Program. Article and picture are to be forwarded to the LPSCU Public Relations Director with a copy to the Home Office (lpescu@lpescu.org). Upon receipt of the Matching Fund Form Part II – Summary, article and picture at the Home Office; matching fund check will be processed for appropriate amount and distributed based on instructions provided in the Part II – Summary.

Articles including a picture are to be published in a local newspaper to promote local member/branch/district efforts in the community.

Failure to follow all guidelines will result in a member/branch/district being denied participation in the LPSCU Matching Fund Program.

In case of an emergency, waiver of a guideline will be at the discretion of the Executive Finance Committee.