



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	6.14
Revised Policy .....	11/12
Revised Procedure .....	11/25
BOD Reviewed and Approved.	12/25
Substituted for .....	8/23
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## **POLICY & PROCEDURE**

### **CHAPTERS: FINANCIAL ASSISTANCE**

#### **POLICY**

A newly chartered chapter will receive funding for initial expenditures from the national treasury (seed money). A chartered chapter may request financial assistance for a specific project from the ANNA Chapter Support Team (ACST).

#### **PROCEDURE**

1. Seed Money: Upon approval of the charter, the new chapter will receive \$750.00 as seed money.
2. Special Requests
  - a. Any request from a chapter for special funding must be submitted in writing to their assigned ACST Leader and include:
    - (1) Name and location of chapter
    - (2) Detailed purpose and budget for the amount requested
    - (3) Name and address of the person payable and accountable for the check
    - (4) An accounting of the present chapter funds
  - b. All requests for special funding will be directed to the ACST Chairperson. If approved by the ACST Chairperson, the request will be submitted to the ACST Board Liaison.
  - c. The ACST Board Liaison may:
    - (1) Approve the request for special funding per budgetary allowances.
    - (2) Forward the request to the National President and National Treasurer, with a letter of explanation, if funds are not available per the approved budget.
      - (a) The National President will inform the ACST Board Liaison of the approval/disapproval of funds.
      - (b) If approved, the National Office staff will send a check to the chapter.
      - (c) If disapproved, the ACST Board Liaison will inform the chapter in writing.
      - (d) A chapter receiving funding must provide a written report describing the use of the funds within two (2) months of receiving the grant.