



Policy	6.14
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Revised Procedure	4/15
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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 amount requested
 - (3) Name and address of person payable and accountable for check
 - (4) An accounting of 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 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.