

**Funding Request Submitted**

Funding request form received and pre-screened by **Community Service Team Director** (or other designated chapter leader)

- Meets chapter guidelines?
- Application complete?

**No**

**Community Service Team Director** calls **Community Service Team Contact** to let him/her know that the request will not be presented to the chapter leadership board because:

- It doesn't meet chapter guidelines OR
- Information is missing (can resubmit when the request form is complete).

**Yes**

Informs **Community Service Team Contact** of date when chapter leadership board will review funding request.

**Board Meeting**

**Chapter Board** meets to review funding request; applies criteria and weights.

**Denies**

**Records Director** notes denial in meeting minutes.

**Community Service Team Director:**

1. Calls or sends letter to requestor.
2. Notes status on request form.

**Approves**

**Tables**

**Community Service Team Director** informs **Community Service Team Contact** of board's intent to table its decision (and the reason for doing so) until a future meeting.

<p><b>Community Service Team Director</b> mails an Activity Packet (approval letter, reporting forms, Permission to Disclose Information form, donation form, publicity items, attendance sheet) to the community service team contact.</p>	<p><b>Financial Director/Assistant Financial Director</b> completes online request to reserve funds for the activity from the chapter's Care Abounds in Communities® allocation and requests up-front funding (if requested) for hands-on service activity.</p>	<p><b>Records Director</b> notes approval in meeting minutes.</p>
<p><b>Communications Director</b> e-mails (or sends via US mail) a bulletin announcement and/or press release to publicize the event.</p>	<p><b>Youth Director</b> contacts church youth directors to advertise the event as appropriate.</p>	<p><b>Events Director</b> coaches and guides community service team in planning the event as appropriate.</p>

**Completed Project**

<p><b>Community Service Team Contact</b> mails the completed Activity Packet items and check(s) [fund-raiser only] made payable to the chapter to the <b>Financial Director</b>.</p>		
<p><b>Financial Director:</b></p> <ol style="list-style-type: none"> <li>1. Completes online reporting using the Activity Reporting Form received from the Community Service Team Contact and ensures that he/she has all necessary receipts.</li> <li>2. Deposits the check(s) in the chapter checking account through the Thrivent Financial Bank.</li> <li>3. Disburses the funds to the recipient or fiduciary.</li> </ol>		
<p><b>Communications Director</b> e-mails (or sends via US mail) completed project information as a bulletin announcement and/or press release.</p>	<p><b>Events Director</b> mails Volunteer Recognition letter to the <b>Community Service Team Contact</b>.</p>	<p><b>Community Service Team Director</b> updates <b>Chapter Board</b> on outcome of project, providing lessons learned.</p>