

# COVID-19 RELIEF PROGRAM FREQUENTLY ASKED QUESTIONS

Rev. 4/21/2020

## What is the purpose of the COVID-19 Relief Program?

The COVID-19 Relief Program is intended to offer a way for Modern Woodmen chapters, Summit chapters and youth service clubs to respond to local needs created by the COVID-19 pandemic and still comply with the suspension of fraternal activities. The program creates an opportunity for chapters and youth clubs to use Matching Fund dollars to help local nonprofit or public organizations addressing local issues caused or exacerbated by the COVID-19 pandemic.

The Fraternal Department encourages you to work remotely with members, board members and/or youth club parents to determine where the funds should be donated.

## What is an eligible recipient?

Eligible recipients include local not-for-profit organizations or municipalities addressing a need created or exacerbated by COVID-19.

## Who are Ineligible recipients?

- Individuals and individual families
- Colleges and universities.
- Endowment funds.
- For-profit businesses.
- National organizations (however, local affiliates are eligible).
- Organizations or causes with a principal purpose to influence legislation or policy.
- Organizations that re-grant funding to other organizations, such as foundations, unless it is in support of a COVID-19 disaster relief program.
- Political organizations (partisan groups or those supporting specific candidates or political positions) or campaigns.
- Places of worship (churches, synagogues, mosques, and other houses of worship). Faith-based organizations are considered eligible, if the organization has its own tax ID number.
- Religious-based mission trips.
- Scholarship programs.

## How much can be donated?

Chapters and Summit chapters can use up to \$1,000 of their available Matching Fund dollars for this program. Youth service clubs can use up to \$250.

## What if my chapter/club used all or a portion of its Matching Fund dollars?

If a chapter or Summit chapter has less than \$500 available, the Fraternal Department will provide additional funding to allow it to donate at least \$500. If the chapter has \$500 or more, no additional funds will be provided.

If a youth club has less than \$250 available, the Fraternal Department will provide additional funding to allow it donate at least \$250. If the youth club has \$250 or more, no additional funds will be provided.

## My chapter/club wants to participate. How do I submit a request?

1. Log into [imakeanimpact.org](http://imakeanimpact.org) to submit a new Matching Fund Project request form. **All requests must be submitted by May 15, 2020.**
2. On the form:
  - Choose any date at least 7 days in the future. (The report cannot be submitted until on or after this date)
  - Select "Organization" in the "Will the recipient be an individual or organization?" field.
  - Select "COVID-19 Relief Program" in the "What type of organization will your event benefit?" field.
  - In the Match Amount field, enter an amount up to \$1,000 (chapters and Summit chapters) or up to \$250 (youth service clubs).

## How does [imakeanimpact.org](http://imakeanimpact.org) allow for the requesting and reporting of this modified matching fund program?

The Make an Impact system was built specifically for the needs of our leaders to request and report their fraternal activities. The functions of the request and report processes cannot be changed; therefore, requests and reports must fit within the existing structure of the MAI site. When requesting a COVID-19 Relief Matching Fund, the system will still ask for an activity date to be entered. The report cannot be submitted until the activity date takes place. Donation checks will be mailed when the report is approved.

## If my chapter has less than \$500 (\$250 for youth clubs), how should I request the additional funds?

If some funds are available, enter the amount you have available in the Match Amount field. In the Notes for Operations Team field type, "Please provide additional funds."

If all Matching Fund dollars were spent, send an email to [fraternal@modern-woodmen.org](mailto:fraternal@modern-woodmen.org) requesting the additional funds. Provide your name and chapter/youth club number(s).

## I have a matching fund scheduled for later in the year, but I would like to participate in the COVID-19 Relief program. What can I do?

We recommend you speak with the organization you are working with and discuss all options. Options may include:

- Reduce the match amount to allow for COVID-19 relief funds.
- Postpone the scheduled matching fund event to 2021

- Support the organization by donating COVID-19 Relief funds (if they have a need caused by COVID-19) instead of holding a normal matching fund event.

Please access the impact on the chosen option to the relationship you have with that organization.

### Can we donate the funds to more than one recipient organization?

We prefer you choose one recipient organization. However, the funds may be split between no more than two recipient organizations. Two separate activity requests must be submitted. The maximum funding levels still apply.

### Can I donate all funds to one organization?

Yes.

### Can the funds be used to support an individual or family who contracted the illness or loss a job as a result of the virus?

No. Individuals and individual families are not eligible. Modern Woodmen members who experience a financial hardship due to contracting the illness *could be* eligible for Fraternal Aid. Members should reach out to their financial representative or visit the member website for more details about Fraternal Aid.

### Do we have the option to raise additional funds?

Yes. Chapters, Summit chapters and youth clubs can increase their donation by collecting monetary donations using safe, crowdfunding platforms such as GoFundMe. No “in person” gatherings may occur.

### Can I use funds from other activity categories to increase the amount of COVID-19 relief dollars?

No, only matching fund dollars can be allocated to the COVID relief at this time. If a chapter has less than \$500 available (\$250 for youth clubs), the Fraternal Department will provide additional funds.

### Can multiple chapters and youth clubs combine funds to increase the impact of our donation?

Chapters and youth clubs can donate funds to the same organization. Each Chapter, Summit chapter and youth must submit a separate request and report. Please include only your chapter/youth club’s donation amount on the request and report. We will not combine checks from multiple chapters and clubs.

### We have vacant chapters in our region, can we reactivate those in order to participate?

Only chapters and youth clubs which have an assigned fraternal leader as of March 25, 2020 will be allowed to participate in the program. This includes any pending new chapter/club and leader change requests received prior to March 25.

## Can we use chapter funds to support those impacted by COVID-19?

We strongly discourage chapters from using chapter funds or premier funds to donate cash or supplies at this time. Chapter and premier funds are intended to be used for members, particularly events meant to bring members together.

## How do I submit my activity report?

- Submit an activity report form on or after the date of your approved activity.
- In the amount raised field do one of the following:
  - If you did not collect additional funds, enter the match amount. Remember the match amount cannot exceed \$1,000 for chapters and Summit chapters or \$250 for youth clubs.
  - If you collected additional funds and the amount raised is equal to or more than the match, enter the actual amount raised.
  - If you collected additional funds and the amount raised is less than the match, enter the match amount.
- In lieu of the declaration form, submit a letter or email from the recipient organization stating how the funds will be used.
- Attach a blank sign-in sheet or note in the sign-in sheet area.
- COVID-19 Relief Program reports will be reviewed soon as possible. Donation payments will be sent once the report is approved.
- Submit all reports by **May 22, 2020**.

## Do I still need to submit a declaration of fund raised?

No. In lieu of the declaration form, submit a letter or email from the recipient organization stating how the funds will be used. This can be in the form of an email or a letter on letterhead from any representative of the organization. The letter does NOT require a wet signature.

*Mr. Woodmen,*

*Thank you for selecting ABC Organization to receive your chapter's donation. We plan to use the funds to purchase food and toiletries needed for the homeless population effected by COVID-19."*

*Regards,*

*John Smith*

*Program Manager*

## **NEW!** Why do I have to provide a letter or email from the recipient organization?

Typically, chapters and youth clubs are required to submit a declaration form which requires signatures from both parties and notarization of the representative's signature. We've tried to simplify this without completing eliminating acknowledgment from the recipient. The letter does not require a wet signature. To make it easier, we suggest sending an email to the organization's representative stating, "Please acknowledge [Organization]'s acceptance of a donation from Chapter [chapter/club number] to use for [COVID-19 need] by replying 'Yes' to this email." This would satisfy the requirement.

### Do I still have 30 days to submit my report?

Please submit your report as soon as possible on or after the activity date. Reports must be submitted within 30 days or by May 22<sup>th</sup>, whichever is sooner. All reports must be submitted by **May 8, 2020**.

### Where will the Matching Fund check be mailed?

As with a normal Matching Fund report, you can select whether the check is mailed to the fraternal leader, a local financial representative or directly to the recipient organization.

### Can we present the check to the recipient organization?

Please follow the social distancing recommendations and any “shelter-in-place” orders from local and national governments. The check can be mailed directly to the recipient organization. If you prefer a more personal touch, drop of the check, if appropriate. Consider mailing the check with a personal note or letter.

### How long will it take to receive the Matching Fund check?

We anticipate a high volume of requests and reports in a very short period of time. Please allow two weeks from the time the activity report is submitted (three weeks from the date the activity request is submitted). We will do what we can to process reports as soon as possible.

### How will this affect Premier?

We are still discussing how the COVID-19 Relief Program will affect Premier. At this time, the requirements have not changed.