



Matching Fund Program Guidelines Beginning July 1, 2020 *(Last updated 6/5/20)*

Highlights

- ❖ Chapters, Summit chapters and youth clubs can host all activity categories beginning July 1, 2020. You can find the new guideline for these activity categories on the [COVID-19 page](#).
- ❖ Postcards will be required for all Matching Fund events. Therefore, activity requests must be submitted at least 28 days in advance of the event.
- ❖ Chapters and youth service clubs can host no or minimal contact Matching Fund projects. Fundraising activities could involve crowdsourcing, electronic payments or pickup/drop-off methods.
- ❖ Virtual (online) activities will be allowed. Approved tools are Zoom and certain features available in a closed Facebook group.
- ❖ Premier requirements for some activity categories have been revised for 2020. They remain the same for Matching Fund events. Continue reading or visit the [COVID-19 page](#) for more details.
- ❖ The Fraternal Department will phase in projects with more contact, when appropriate.

Funding

- Chapters and Summit chapters: Up to \$2,500 matched per year.
- Youth Service Clubs: Up to \$500 matched per year.

Description

A Matching Fund project allows chapters and youth clubs to support a local community cause or an individual experiencing a catastrophic need by providing a match for money raised through a fundraising event.

Guidelines

- Project Recipients. The project recipient will be an individual/individual family, nonprofit organization or public entity that meets the guidelines laid out in the Fraternal Recipient Eligibility Policy on page 36 of the [Fraternal Leader Handbook](#). Chapters and youth clubs must provide the name of a recipient at the time of the request.
- Member Involvement. Fraternal leaders should make a good faith effort to involve members in the fundraising without members physically coming together.
- Raising Funds. Chapters and youth service clubs can host fundraising events which require no or minimal contact with or between members. These include crowdsourcing tools such as GoFundMe or Facebook Fundraiser, electronic payment methods such as PayPal, virtual raffles or pickup/drop off for the sale of goods.
 - Chapters and youth clubs should follow all applicable gambling or lottery laws set forth by local or state officials.
- Virtual Activities. Fraternal leaders and Modern Woodmen field representatives may use approved digital tools to host virtual (online) meetings. The approved tools are listed below.
 - Zoom – Fraternal leaders must only use a Zoom account linked to Modern Woodmen’s Zoom account.
 - Within a Closed FB group:
 - Facebook Live
 - Watch Party
 - Messenger Rooms

For information about these digital tools and how to request a linked Zoom account, visit the [COVID-19 page](#) to learn more about use of digital tools.

Submitting Request

Postcards will be required for all Matching Fund events. Therefore, activity requests must be submitted at least 28 days in advance of the event.

Use of funds

Typically, chapters and youth clubs either purchase the materials and supplies needed to host a Matching Fund event, receive donations of materials/supplies, or partner with an organization hosting a fundraising event. Any expenses associated with a Matching Fund event should be deducted from the amount raised.

Modern Woodmen matches the net amount raised up to \$500 (youth clubs) or \$2,500 (chapters and Summit chapters).

Chapter funds may not be used to purchase alcohol or firearms of any kind for Matching Fund projects, including raffles. Chapters may accept donations of firearms if hosting a gun raffle. However, the firearm may not be an assault rifle or military-grade weapon. For details, read the Alcohol Consumption at Chapter Events Policy found in the Key Policies section of the [Fraternal Leader Handbook](#) or contact the Fraternal Department.

Submitting a Report

Within 30 days of the project, submit the Matching Fund Report online.

- Attach a signed and notarized Declaration of Funds Raised form to the report.
 - The declaration form is available in the Training Materials area of imakeanimpact.org.
 - Only the partner/recipient signature requires notarization. If the notary charges a fee, capture this as an event expense, or use existing chapter funds.
- Attach proof of attendance in the sign-in sheet area. (For more information about Tracking Attendance, visit the Additional Resources section of the [Fraternal Leader Handbook](#).)
- Once the required forms are received, Modern Woodmen will send a check to the designated contact, payable to the recipient organization or family. The check may be presented at that time.
- If multiple chapters or clubs participate in the same project, the amount raised must be split among the participating chapters/clubs. Do not report the total amount raised on each chapter's or club's report.
- A post-event media release template is available as well.

Resources

We've developed and identified several [resources](#) to help you plan Matching Fund projects and connect with members during this time.

2020 Premier Requirements

Chapters: 1

Summit chapters: 1

Youth service clubs: 1

Take a look at the list of frequently asked questions and other resources for hosting events on the [COVID-19 page](#) on imakeanimpact.org.