

# Matching Fund Project Declaration of Funds Raised

Modern Woodmen of America  
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Modern Woodmen   
FRATERNAL FINANCIAL

*This form must accompany the Matching Fund Report Form.*

Chapter / Summit Chapter / Club #: \_\_\_\_\_ Date of Matching Fund Project: \_\_\_\_\_

Location (city and state): \_\_\_\_\_

## ACTIVITIES COORDINATOR/CLUB LEADER

I, \_\_\_\_\_, do hereby certify that my chapter / club, in partnership with \_\_\_\_\_ (partner/recipient), and with participation of members, raised a net amount of \$ \_\_\_\_\_ (Income - expenses) through the Matching Fund project held on behalf of \_\_\_\_\_ (recipient).

I further certify that this Matching Fund project meets the guidelines as stipulated by the Fraternal Department. I understand that the Fraternal Department reserves the right to request additional documentation of funds raised.

\_\_\_\_\_  
Activities Coordinator/Leader Signature

\_\_\_\_\_  
Date

↓ The section below must be notarized. ↓

## MATCHING FUND PROJECT PARTNER/RECIPIENT

I, \_\_\_\_\_, representing \_\_\_\_\_ (partner/recipient), do hereby certify that, in partnership with the above chapter / club, raised a net amount of \$ \_\_\_\_\_ (Income - expenses) to be provided to \_\_\_\_\_ (recipient).

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For  
\_\_\_\_\_ County.  
\_\_\_\_\_ State.



## Important Information about the Declaration of Funds Raised Form

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1. This form should be uploaded to the online Matching Fund report.
2. The Matching Fund Project Declaration of Funds Raised form replaces the need to send in a check in the amount of the funds you raised through the project.
3. You may submit only one Declaration of Funds Raised form.
4. The Declaration of Funds Raised form contains two separate sections. Both sections must be completed.
  - a. The first section should be completed by the activities coordinator or club leader.
  - b. The second section should be completed by your partner for the Matching Fund project or the recipient. This section must be notarized.
5. The notary will require that the partner or recipient sign the form when she or he is present. **Do NOT sign the form without the notary public being present.** The notary may require a photo ID to verify his or her identification.
6. If you are not sure where to find a notary public, consider these options.
  - a. If you are working with an organization, check to see if that organization has a notary onsite.
  - b. Check with a local bank or financial institution.
  - c. Find out if your local grocery store offers notary services.
  - d. Contact your local town hall, city hall or county court house.
  - e. Ask a nearby printing or shipping business.
7. The notary may be a Modern Woodmen of America employee or representative, as long as the notary did not help organize the event.
8. Individuals who sign the forms may not notarize their own signatures.
9. If you have questions, please contact the Fraternal Department at [fraternal@modern-woodmen.org](mailto:fraternal@modern-woodmen.org) or (800) 322-9805.