

In order to make sure that each distribution from a chapter fund is used properly, each chapter is required to submit documentation on how the funds were used.

Documentation must include:

- A completed Chapter Fund Use Documentation form summarizing the use of the funds.
- Supporting documentation providing evidence that the program or other charitable or educational purpose occurred.
- Financial documentation providing evidence on how the funds were spent (receipts, invoices, cancelled checks, etc.)
- Chapter Fund distributions must be used for a charitable or educational purpose, therefore supporting documents must conform to the following guidelines.
 - If the funds were used for a charitable contribution, scholarship, or other financial support, examples of documentation could include a canceled check, a credit card statement, or a written acknowledgement from the charity (showing the charity's name, the date of the donation and the amount given).
 - If the funds were used to sponsor an educational event or other eligible chapter program, examples of documentation could include an event program, chapter meeting minutes, or a press release about the program.

Example Documentation for Use of Chapter Funds

Example 1

Purpose: Donation to the American Red Cross for Haiti Relief

Amount Donated: \$100

Submit the following documentation:

- Completed Chapter Fund Use Documentation form with Chapter President's signature.
- Cancelled Check
- Written Acknowledgement of Donation from Charity

Example 2

Purpose: Award for Composition Contest

Amount of Award: \$200

Submit the following documentation:

- Completed Chapter Fund Use Documentation form with Chapter President's signature.
- Flyer or press release announcing contest.
- Copy of meeting minutes certifying competition winner
- Copy of cancelled check to competition winner

Completed documentation must be **received** within thirty (30) days of the date of the program to:

Sinfonia Educational Foundation
ATTN: Chapter Fund Use Documentation
10600 Old State Road
Evansville, IN 47711-1399
OR Fax to:
Chapter Fund Use Documentation
(812) 867-0633



CHAPTER FUND USE DOCUMENTATION

Basic Information

Chapter	College/ University
Contact Name	Contact Title

Chapter Address	City	State, ZIP	Chapter Phone
Contact Address	City	State, ZIP	Contact Phone
Chapter Email		Contact Email	

Project Information

Project Title and Description	
How Money Was Used For Project	
Date of the Project	Description of Evidence That Project Happened
Amount Distributed	Description of Evidence on How Money was Spent

Chapter President's Verification

I hereby certify that all the above statements are true and complete to the best of my knowledge and are for the purpose of documenting the use money from our Chapter Fund. I also certify that the chapter has provided sufficient documentation, which is accompanying this form. If the chapter fails to meet the documentation requirements explained corresponding Chapter Fund Policy, I understand that the chapter will be required to reimburse the Sinfonia Educational Foundation for the full amount of the grant award.

Signature: _____ Date: _____