

## **Chapter Development Fund Policy**

**Approved: November 2019**

### **Purpose**

The Fund will exist to help individual Chapters to fund professional development, promotional, or organizational development initiatives that align with the Mission, Vision and Values of fmi\*igf and foster member growth and development.

### **Scope**

This policy applies to the allocation of the Chapter Development Fund (CDF) on a yearly fiscal basis to Chapters in good standing. The yearly allocated amount for the Fund in each fiscal year is determined by the fmi\*igf National Board.

### **Process**

Subsequent to the amount being approved by the fmi\*igf National Board, funds will be distributed equally to all Chapters before September 30.

National Office will net Chapter “annual fees” against their annual CDF payments.

Chapters will provide their financial statements to the FAC prior to September 30 of each year.

### **Examples of Chapter Development Fund Initiatives**

- Professional Development seminars/sessions
- A special event that a Chapter may want to have that may result in exposure for the Chapter and fmi\*igf in general (e.g. Booth at business mixers, info sessions at major employers etc.)
- Event to celebrate a milestone anniversary of the Chapter
- Strategic Planning and one day brainstorming sessions
- Travel to Chapter Presidents Meetings for chapter development
- Capital Investment for Chapters
- Examples of eligible expenditures for a project/event may include:
  - Promotional costs (advertising, signage)

- Guest speaker costs
- Catering

**Appendix: Activity Report**

<b>1. Please list event accomplishments:</b>	
<b>2. New Members Enrolled:</b> Actual____	
<b>3. Actual Event Cost</b> (please give a breakdown of how the funds were used, attach separate document if necessary):	
<b>4. Activity Report Signature (In signing this document, you certify the information above is accurate and presented to the best of your knowledge).</b>	
Chapter President Name (Please Print): _____	Signature: _____ Date: _____

Please complete and send Activity Report to both:

National Treasurer - Finance and Audit Committee:  
 National Office Finance Contact:

[treasurer@fmi.ca](mailto:treasurer@fmi.ca)  
[Danielle.Belair@fmi.ca](mailto:Danielle.Belair@fmi.ca)