

2017 Matching Funds Update

The Matching Funds Program is intended to help lodges and districts raise money for local charities which benefit your members, religious group, Byzantine Catholic Church or community (local, state, national or global). Volunteer planning and participation of at least 2 Lodge members in any event intended to receive matching funds is required.

The maximum allotment of funds that a lodge or district may receive per calendar year is decided upon by the Board of Directors annually.

The maximum allotment for the 2016 calendar year:

- **Lodges = \$3,000 (\$1,500 community and \$1,500 parish)**
- **Districts = \$1,500**

The procedure for the Matching Funds program for lodges and districts is as follows:

1. Request Approval--As soon as the lodge/district has decided the particulars (date, location, etc.) of your event, contact the Home Office for approval of your project. The approval request must be submitted *at least 6 weeks prior* to your event. The request must include:

- Full contact information of the person requesting approval (Name, Address, Phone & Email)
- Lodge/District Number
- Date and time of the event
- Name of the event
- Location of the event
- A brief description of the event
- To whom the funds will be donated

Requests for approval can be completed electronically via the *Fraternal Event Request Form (Online Version)* which can be found on the GCU Website; <http://www.gcuusa.com/FraternalTools.html>.

Requests for approval may also be submitted via email to events@gcuusa.com, faxed to 724-495-3421 to the attention of the Fraternal Department, or sent via US Mail to the Home Office, Attention Fraternal Department.

2. Approval Process—Approval is dependent on the lodge/district being up to date with their Quarterly/Annual Report submissions.

Example: Lodge 000 requests a Matching Funds approval in September for an event to take place in December. Lodge 000 has submitted all of their paperwork

and required reports for the 1st & 2nd Quarters, thus the Lodge receives approval of their event.

In the event that the lodge/district is *not* up-to-date on report submissions, the person requesting the activity will be contacted so that reports may be submitted and approval may be granted.

Once a project is approved, an official approval letter from the Home Offices will be sent to the person requesting approval via email or US Mail. Approval generally takes about 2 weeks from the date the request has been received.

3. Request Matching Funds Check--Upon completion of the project, the lodge/district must submit a Financial Reporting Form, which can be found at <http://www.gcuusa.com/FraternalTools.html>. The form can be submitted online or printed to emailed to events@gcuusa.com, faxed or mailed to the attention of the Fraternal Department. Full records of the accounting of the project are *not required* at the Home Office at this time, but should be retained to be submitted upon possible future request by the Fraternal Department. The Home Office maintains records of total donations and all documentation associated with the Matching Funds Program so accurate and complete reporting is required.
4. Receipt of Matching Funds Check--Within approximately 2 weeks from the time of receipt of the Financial Reporting Form, the funds will be direct deposited into the lodge/district's account and the approval email will be sent to the lodge/district treasurer and president.

Please Note: Multiple events may be held to receive the maximum allotment of Matching Funds allocated by the Board of Directors for that year. Lodges/districts may request Matching Funds for one or more causes and run various projects throughout the year to maximize fundraising. All details of the intended projects require explanation in the original request(s). When possible, please keep multiple events to one request.

Parish Expansion

The Parish Expansion aspect of the GCU Matching Funds Program is intended to assist Byzantine Catholic parishes in fundraising efforts planned to benefit the parish as a physical entity, its parishioners, its purpose and/or its affiliated support groups.

The procedure for requesting and reporting explained above must be completed by a member of the parish planning committee.

All lodges are eligible for a GCU match of \$1,500 per Byzantine Catholic parish per year under their service, providing 100% of funds are donated to the parish for which the event was requested. Only one lodge may service a particular parish under this program.

To clarify lodge funding opportunities, here is an example:

Lodge 000 is based in St. Nicholas Byzantine Church in Anytown, PA. Some members of Lodge 000 attend St. Nicholas, but some also attend two other Byzantine churches, St. Mary & St. John, both of which are within just few miles of Anytown, PA. Neither St. John nor St. Mary parish hosts a GCU Lodge of its own. Officers of Lodge 000 initiate a partnership with the pastors of the two additional parishes and coordinate with the Fraternal Department to request several events for Matching Funds approval. These events are held to benefit the various parishes and a local cause, all of which are successful in raising money. Officers of Lodge 000, with volunteer help from members and parishioners of all parishes, complete all the work and documentation required to receive the following GCU Match in 2015:

<i>St. Nicholas Bake Sale (parish)</i>	<i>Profit: \$2,150</i>	<i>GCU Match: \$1,500</i>
<i>St. Mary Ethnic Dinner (parish expansion)</i>	<i>Profit: \$1,500</i>	<i>GCU Match: \$1,500</i>
<i>St. John Special Collection (parish expansion)</i>	<i>Profit: \$1,820</i>	<i>GCU Match: \$1,500</i>
<i>Lodge 000 MS Walk (community)</i>	<i>Profit: \$1,610</i>	<i>GCU Match: <u>\$1,500</u></i>
Total GCU Match in 2016 to Lodge 000		\$6,000

Note: There may be Special Matching Fund opportunities provided by the Board of Directors as needs arise that do not count towards the above mentioned totals. Special memos are sent to lodge/district officers in the event of a Special Matching Funds project.