

TO: ALL MEMBERS OF THE WESTERN PROVINCE
FROM: BROTHER KENNETH LYNN GREER WESTERN PROVINCE KEEPER OF RECORDS & EXCHEQUER
SUBJECT: WESTERN PROVINCE UNDERGRADUATE CHAPTER FUND GUIDELINE
DATE: NOVEMBER 11, 2014
CC: GIL BROWN, TIM WOODS & BRENTOWN OWENS

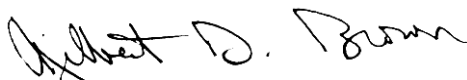
Brothers All,

The purpose of this correspondence is to serve as an official notification that the undergraduate chapter fund has been created and is available to everyone who wants to participate. The purpose of this program is to assist the financial solvency of our undergraduate chapters and at the same time provide a tax deductible donations option for all donors. All donations are made to the Western Province Achievement Foundation an IRS federally approved 501(c)(3) organization. If you have any questions feel free to contact the WPAF Treasurer at wpachievement@gmail.com. Donations can be directed to a specific undergraduate chapter. All donations that do not have a specified undergraduate chapter recipient will be placed in the overall undergraduate fund.

Guidelines

- Undergraduate Chapter Committee: This committee shall include the Chapter Advisor and any two chapter donors that have been selected by the designated alumni chapter that is associated with the undergraduate chapter.
- Funds Distribution to the chapter: All funds will be distributed in this order:
 1. Chapter Insurance Premium (annual premium)
 2. Province Council Registration (1 annual registration)
 3. C. Roger Wilson Leadership Conference Registration (1 registration for each required attendee)
 4. Edgar H. Bishop Polemarch and Advisor Registration (1 registration for each required attendee)
 5. Grand Chapter Registration (1 annual registration only during years when the Grand Chapter Meeting takes place)
 6. Chapter Operation
- Request for funds:
 1. Funds shall be dispensed in the order of importance listed above. Funds will only be dispensed in the order listed above as each requirement is satisfied.
 2. Funds shall only be dispensed following notification from the undergraduate chapter committee. Notification shall be written, email or phone. There must be a majority committee request. For example 2 out of 3 members in agreement for funds disbursement.
 3. Funds that are approved for disbursement will be remitted directly to IHQ and the Western Province on behalf of the undergraduate chapter. Funds approved for chapter operations shall be sent to the chapter advisor.

These guidelines have been approved by the Western Province Polemarch and Western Province Achievement Foundation Executive Director Gil Brown and Western Province Keeper of Records and Exchequer and Western Province Achievement Foundation Treasurer Kenneth Lynn Greer.



Gilbert D. Brown
W. Province Polemarch & WPAF Executive Director



Kenneth Lynn Greer
W. Province KORE & WPAF Treasurer