



THE
INTERNATIONAL
FRATERNAL
SERVICE
PROGRAM

THE INTERNATIONAL FRATERNAL SERVICE AWARD PROGRAM

The International Fraternal Service Award Program was established to assist Subordinate Councils, Grand Councils, or Councils that volunteer together to promote and participate in community projects.

Funds from this Program will reimburse contributions **up to One Thousand Dollars annually**.

Councils may select multiple charitable projects each year, but the maximum reimbursement by the Supreme Council in one calendar year will not exceed \$1,000.

Donations made should be turned in during the same calendar year of the donation if possible, but will be considered until the end of February the following year. Older requests will not be accepted.

Examples:

- Council A \$2,000 contribution Haitian Mission made by council
 \$1,000 reimbursed by Supreme Council
- Council B \$600 contribution for walk-a-thon for cancer research made by council
 \$300 reimbursed by Supreme Council
 \$400 contribution for items for the Homeless
 \$200 reimbursed by Supreme Council

A carefully chosen community welfare project, well planned and executed, will promote good will and a favorable awareness of the councils and the Royal Arcanum.

The project selected MUST be for the general welfare of the community or cause, locally or at-large.

Note: Contributions from the International Fraternal Service program *cannot be made* to any church or church affiliated group for that group's benefit only. Examples of exceptions include a church sports' team which welcomes players to participate regardless of religion, or donations to shelters, food pantries or soup kitchens that operate to help the needy and homeless.

Projects *cannot* be made to an individual or family, and *cannot* be made for individuals or groups to attend / participate in community, social events, etc.

Projects may be made in memory of a deceased Royal Arcanum member or members, but may not be dedicated to a living member of the Royal Arcanum.

Projects must comply with the guidelines of the International Service Award Program to be considered for reimbursed funds from the Supreme Council.

If you are in doubt, please contact the Home Office (1-888-272-2686) for information and / or direction.

APPROVAL PROCEDURE

- The project concept should be presented to the Council, discussed and approved by a vote, and noted in the minutes of the Subordinate Council or Grand Council meeting(s)
- A letter signed by the Secretary / Grand Secretary or their representative must be forwarded to the IFS Committee through the Home Office either by mail or email. Please include a return contact address and email.
- A completed form IFSF-2 should be included indicating the total amount of the donation made and the amount being requested from the IFS Fund of the Supreme Council
- Documentation of the donation should be included with the submission in the form of a) an acknowledgement letter from the charity indicating the date and amount of the donation; b) a copy of a canceled check (front and back); c) a copy of the front of the check and a bank statement showing the check was cashed; d) a bank statement showing the donation amount and the recipient.
- Any additional information on the project (brochures, pamphlets, newspaper articles, pictures, etc.)
- The form and all materials submitted will be reviewed by the IFS Committee for approval.
- Upon approval, the reimbursement from the Supreme Council's IFS Fund will be sent to the Council. A notice of the Committee decision will be sent within a week, but please allow up to 6 weeks to receive the reimbursement.

PRESENTATIONS

Notify Royal Arcanum members concerning the date, time and place of the presentation of the project.

If possible, arrange for a public program for the presentation. Notify local newspapers. Invite elected officials to attend the presentation and try to secure as much publicity as possible.

Photographs should be taken.

The Subordinate / Grand Council Committee Chairperson should prepare a report, together with a color photograph of the presentation and forward to:

Editor
ROYAL ARCANUM BULLETIN
61 Batterymarch Street
Boston, MA 02110

Please request that a letter of acknowledgement from the receiving organization be sent to the council(s) for the donation(s) made. The chairperson should make a copy and forward to the Royal Arcanum Home Office for the Society's records.



SAMPLE PROJECT LIST

The following is a partial list of the types of community projects that MAY be considered for approval, but not limited to the ones indicated here.

- Community tree planting program
- School Library Equipment
- Youth sporting team sponsorship
- Walk-a-thons for awareness
- Televisions for veterans' homes
- Wheelchairs for assisted living centers
- Flags / Flagpoles for schools
- Laboratory equipment
- Humane Society / Animal welfare centers
- Emergency medical transport supplies
- Disabled children's camp sponsorships
- Feeding the needy programs
- Aides for the blind / hearing impaired
- Support to crisis shelters
- Cancer support programs
- Care packages for the military
- Funding for finding a cure (telethons)
- Mothers-in-need programs
- Hospice assistance
- Activity programs for seniors
- Community center equipment
- Scouting unit supplies



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