



## Endowment Trust Fund Reimbursement Instructions and Guidelines

- A. Reimbursement requests will be accepted by the Endowment Trust Fund (ETF) Disbursement Committee Chairman after January 1 and until November 15 of the same year. Applications cannot pre-date the award/event and applications must be sent to the Committee Chairman as an e-mail attachment.
- B. Instructions for chapters submitting requests for reimbursement:
1. Each request submitted in an application must be itemized and include the recipient's name, school or place of employment, date of award, and other criteria used in making the award
  2. Reimbursement will be for the full amount for any approved medals and coins listed in the SAR Official Handbook and 75% of any other approved chapter expenses. The Chapter should not be making a profit on awards reimbursed by the ETF.
  3. Awards, to be eligible for reimbursement, must be awarded in accordance with the rules in the Official SAR Handbook. Requests to present medals that may be presented with approval of the Florida Society must be submitted to and approved by the FLSSAR Medals and Awards Committee prior to the event. A copy of that approval should accompany the application for reimbursement.
  4. Eligible reimbursement will be limited to \$500.00 per application. Chapters are limited to five (5) applications per year.
- C. Authorized reimbursement to chapters:
1. Full reimbursement for all ROTC/JROTC medals; also one medal per year for the Rumbaugh Oration, Eagle Scout Scholarship, Knight Essay, and the JROTC Chapter Award Complete for the Outstanding Cadet of the Chapter. Full reimbursement for all US Navy Sea Cadet Corps (NSCC) Bronze Good Citizenship Medals. Full reimbursement for the Sea Cadet Medal Ribbon Bar which can be purchased along with the Bronze Good Citizenship Medal. For the state winners of the Enhanced JROTC, Eagle Scout Rumbaugh and Essay contests, chapters will be reimbursed 75% of the expense for travel (\$.50/mile) to Orlando and a hotel room.
  2. Scholarship money for the Rumbaugh, Eagle Scout, JROTC, Knight Essay, Middle School Brochure Contest, and Americanism Poster Contest reimbursement limits are: \$500 (1st), \$250 (2nd), \$150 (3rd). American History Teacher contest limit \$500.
  3. Meals for youth contests limits are \$100.00 per award – limited to 3 meals, recipient and parents. Meals are not allowed for Bronze and Silver ROTC/JROTC medal recipients, the Sea Cadets Bronze Good Citizenship medal recipients, or Eagle Scout Patch Recipients.
  4. Medals for Law Enforcement, Fire-Safety, Heroism, Emergency Medical Services, Bronze Good Citizenship awards and other NSSAR medals presented to persons other than SAR members in recognition of their support of the SAR, persons whose achievements are noteworthy in their school, community or state, or those currently serving or who have served in the Armed Forces of the United States. Meals limited to \$100.00 per award – limited to 3 meals, recipient, significant other and superior officer.
  5. The SAR Wounded Warrior Certificate and Coin when presented to a non-SAR member of the U.S. Military injured in the line of duty. This is to be presented ONLY if the soldier/veteran has been awarded the Purple Heart Medal, and two meals per recipient. (Limit \$100.00 per award – limited to 2 meals, recipient and significant other.) (Limit 2 awards per Chapter per year).
  6. Chapters purchasing flag kits for the Habitat for Humanity outreach program may request reimbursement. Limit of \$500.00 per year. Chapters must report the name and address of each recipient, and the date of each dedication.
  7. Support for the Florida Society C.A.R. Societies.
  8. Genealogical and Historical materials presented to public libraries and veterans museums.
  9. Expenses incurred when honoring Revolutionary War Patriot's graves.
  10. Copies of historical documents presented to the Public Schools.
  11. Restoration of historic and patriotic monuments.
  12. History Fairs (Limit \$200.00) and Genealogical workshops (Limit \$400.00).
  13. Engraving expenses – not to exceed \$20.00 per award.
  14. Certificates of Appreciation, Eagle Scout patches and certificates, Flag Certificates and presentation folders.
  15. Liberty Tree Dedication – not to exceed \$500.00 per year.
  16. The chapters are authorized reimbursement not to exceed \$500 per calendar year from the Endowment Trust Fund for purchases of new, tangible, personal property that generates value points as outlined in the U.S. Stark Memorial Report for Resident veterans in nursing homes.
  17. Support to Boy Scout Councils (Limit \$500)
  18. Support to JROTC units. Limit \$100 per unit.
  19. The purchase of pamphlets /brochures to promote SAR membership or educate the public on our founding documents. A pamphlet example is "The Declaration of Independence and the Constitution of the United States" printed by the SAR. The request should include the cost, the number distributed, and the individuals/groups to whom they were presented. Limit:\$100.

**\*Note:** The Endowment Trust Fund Reimbursement Instructions and Guidelines listed above were revised and approved at the FLSSAR Board of Management Meeting on October 8, 2022 and are Effective November 1, 2022

### Application Form Guidelines

**BEFORE** starting on your Endowment Trust Fund Grant Application Form below, save the form to Your PC. Add your Chapter's Name to the front of the Saved file Name. For example, "My Chapter ETF request date -i.e., **Lake-Sumter ETF request 101522**". Now Save this form and **CLOSE** this web page. Then **OPEN** the saved File on your PC to Continue.

Endowment Trust Fund Grant Application

Request Summary: \_\_\_\_\_

Chapter tracking code: (optional) \_\_\_\_\_

Chapter: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Details: In the space below, provide **SPECIFIC** information for this grant.

---

Chapter officer responsible for this project and contact for questions:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate below where your ETF reimbursement check should be sent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Financial details:

Total cost of project(s): \_\_\_\_\_

Less chapter/member contributions\*:  
(enter as negative number) \_\_\_\_\_

Total amount requested: \_\_\_\_\_

Certification:

I do hereby affirm that the above statements are true and complete; that all Endowment Trust Fund money received will be used to help pay for the completed Chapter project detailed above; and that no funds will benefit any individual.

Chapter Officer: \_\_\_\_\_ Date signed: \_\_\_\_\_  
The typed signature above is my authorized signature.

Email Address: \_\_\_\_\_

=====

Committee Use Only:

Approve Disapprove Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair: \_\_\_\_\_ Committee Request #: \_\_\_\_\_  
The typed signature above is my authorized signature.

Committee Calculations:

---

Email the "renamed" form as an Attachment to the Chairman of the FLSSAR Endowment Trust Fund Disbursements Committee.  
**Please request a "Read Receipt" so that you will know that the email was received.**