

# Florida Society of the Sons of the American Revolution Endowment Trust Fund Reimbursement Instructions and Guidelines

TO FILL OUT ETF GRANT APPLICATION (PDF) FORM ELECTRONICALLY

• Open the ETF Grant Application Form

1. **Save document** to your PC. Go to 'File' ☺ 'Save As' ☺ with an appropriate name, e.g., (chapter name)-ETF-(date).doc ; and then save it where you can find it later such as in you're **My Documents** folder.
2. **Fill out form** by using your TAB key (forward) or SHIFT-TAB keys (backward) to maneuver between data fields.
3. When finished '**Save**' your document one last time; 'Close' or exit the document.
4. **Send the file via e-mail attachment** to the ETF Disbursement Committee Chair.

**A. Instructions for chapters submitting applications for reimbursement:**

1. Applications must be submitted on official FLSSAR forms; nine copies are required.
2. Requests for reimbursement **MUST** be itemized and include explanations.
3. Request reimbursement for all applicable reimbursable items listed in part B below. Reimbursement will be for the full amount for any approved medals and 75% of any other committee approved chapter expenses.
4. Applications should be for expenses incurred during the calendar year of the project or award (for example: medals purchased earlier can be reimbursed only in the year awarded).
5. Applications for eligible reimbursement will be limited to \$350.00.
6. Chapters are limited to five requests per year.
7. Chapters may include a code if they wish to have the awards matched to the applications.
8. 50% of all authorized awards will be paid when approved. Payment of the remainder at the end of the year will be prorated and determined by the amount of funds then available.

**B. Authorized reimbursement to chapters:**

1. Full reimbursement for all ROTC (bronze and silver) medals; also one medal per year for the Rumbaugh and Knight Essay. (*Note: Eagle Scout medals are now free*)
2. Prize money for the Rumbaugh, Eagle Scout, JROTC, and Knight contests. Limits: \$50 (1<sup>st</sup>), \$25 (2<sup>nd</sup>), \$15 (3<sup>rd</sup>).
3. Lunch for ROTC, Rumbaugh, Knight, and Eagle Scout winners; two per recipient.
4. Travel to FLSSAR for Rumbaugh contest as follows:
  - Round-trip mileage (@ \$.20/mile) if they live more than 100 miles from the meeting site.
  - Dinner for the contestant and one family member.
  - One hotel room for contestant and family at the Winter BOM.
5. Medals for Law Enforcement, Fire-Safety, Heroism, EMF, Good Citizenship awards and two lunches per recipient. Medals presented to persons other than SAR members in recognition of their support of the Sons of the American Revolution and two lunches per recipient.
6. Support for the Florida Society C.A.R.
7. Genealogical and Historical materials presented to public libraries.
8. Expenses incurred when honoring Revolutionary War Patriot's graves.
9. Copies of historical documents presented to the Public Schools.
10. Restoration of historic and patriotic monuments.
11. History Fairs (Limit \$100.00); Genealogical workshop (Limit \$200.00).
12. Certificates of Appreciation, Eagle Scout patches and certificates, Flag Certificates and presentation folder.
13. Engraving expenses – not to exceed \$5.00 per award.
14. Liberty Tree Dedication – not to exceed \$250.00 on a one-time basis only.
15. The chapters are authorized reimbursement not to exceed \$100 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.

**C. Items NOT eligible for reimbursement:**

1. Any administrative expense: postage, telephone, correspondence, etc.
2. Frames or framing, other than SAR presentation folders.
3. Any award to SAR members. Any award to animals.
4. Expenses for awards made in previous calendar years or projected for future years.

**D. Projects which must be submitted to and approved by the BOM:**

1. Requests for projects other than those listed above under authorized reimbursements.