

## Steps to follow . . .

When planning a Hearts & Hands event follow these helpful steps:

- Determine where there is a need in your community.
- Decide on a project.
- The application must be received by court relations **30 DAYS PRIOR** to the event for approval.
- Begin planning your Hearts and Hands project.
- Host your event.
- If your event is a sole sponsor: Deposit all proceeds into the court treasury. Submit your summary form with **original** receipts for expense and **original** deposit slip(s) to the Home Office for payment.
- If your event is a co-sponsor: Procure from the hosting organization a **signed** statement of the gross income, expenses, and net profit. Submit this with our summary form.
- Make sure that at least 5 members who worked on the event sign in on the back of the summary form. Please allow four weeks for processing.
- Present all proceeds and matching funds to the recipient.
- Start planning for next year!

## What is not allowed.

- Cash donations will only be considered up to \$200 when reporting earnings.
- Donations from the court treasury are not allowed.
- Funds must be raised for local organizations/chapters only — no national or world-wide projects.
- No matching funds will be given for an event co-sponsored with another fraternal organization.
- For sole sponsorship there can be no publicity in connection to another group or organization.
- A project cannot benefit the same recipient in consecutive years with the exception of the Seminarian Burse.
- The court may not retain any of the funds raised. All proceeds must be donated to the beneficiary.

*For more information about NCSF Hearts and Hands Program contact Jim Tranel in the Court Relations Department at james\_tranel@ncsf.com or 1.800.344.6273 ext. 204.*



### National Catholic Society of Foresters

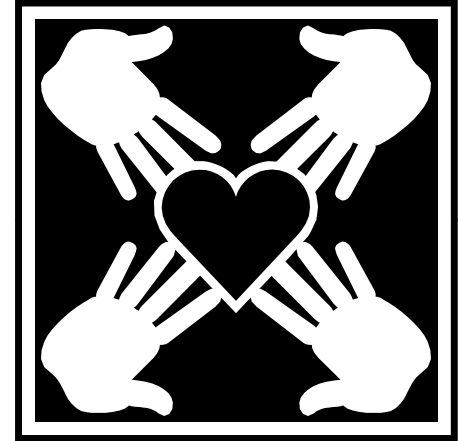
320 S. School Street, Mount Prospect, IL 60056

Phone: 1.800.344.6273 Fax: 1.847.342.4556

www.ncsf.com

# Hearts & Hands PROGRAM

## MOVING FAITH INTO ACTION



A Matching Funds Program  
Sponsored by National Catholic  
Society of Foresters

*“The place to improve the world  
is first in one’s own heart  
and head and hands, and then work  
outward from there.”*

— Robert Pirsig, writer

# Hearts and Hands Program

---

*Hearts and Hands is a matching funds program sponsored by National Catholic Society of Foresters to support the fund raising efforts of the courts in their communities.*

## *What kind of fund raising can we do?*

Courts have hosted a variety of different events: bake sales, raffles, spaghetti dinners, and rummage sales. Any fund raising idea you may have can be submitted for approval.

## *Who can benefit from the funds?*

Any community organization can be the beneficiary — your school, parish, religious education program, library, local fire department, etc. It can also benefit a family or individual in need.

We ask only that the recipient not be the same in consecutive years. For example: do not have a fund raiser for your school two years in a row.

This program may also be used to support the Seminarian Burse. Funds can be raised for the Burse every year.

## *How do we get started?*

The application must be received by court relations 30 DAYS PRIOR to the event for approval. Any questions contact court relations. Once you receive word that it has been approved, you can move forward with your plans.

## *Can we publicize our event?*

Of course, in fact the Home Office will provide you with flyers (up to 100 will be mailed to you with the master if you need more copies) and will send a press release to your local newspaper if you request it and send the information. We also suggest publicizing in your parish bulletin, school newsletter, and local radio.

## *How much of the funds raised will the Society match?*

The maximum amount in matching funds per court is \$1,000 per year. Courts can hold multiple events to reach the \$1,000 yearly limit.

The amount of money matched by the Society depends on the sponsorship of the project:

*Sole sponsor* NCSF will match funds up to \$1,000. The court will be responsible for conducting the event. All publicity will show NCSF as the *only* sponsor of the activity.

*Co-sponsor* NCSF will match funds up to \$500. Your court can work with another group to hold this activity, such as the Home School Association, Parish Counsel, etc.

No matching funds will be given for an event that is co-sponsored with another fraternal organization.

## *To whom can the matching funds check be made payable?*

NCSF matching checks can be made out to a parish, Catholic school, religious education program, or a local community organization (e.g. fire department or food pantry). If the beneficiary is a family or individual in need, the check can be made payable to a bank trust, their local parish, or similar account established on their behalf.

## *Tips for a successful event.*

- Plan ahead.
- Contact all your members for help.
- Publicize wherever possible.
- Plan an event that appeals to families — pancake breakfasts, spaghetti dinners, hay rides, family bingo night, etc.
- Be organized.
- Delegate responsibility to other members.
- Personally ask others to help with a specific task. Jesus recruited “face to face”, “heart to heart” — so must we.
- Solicit donated items (food, prizes) from local businesses.
- Think positive and enjoy yourself.