



**INSURING LIVES  
SUPPORTING WOMEN  
SERVING COMMUNITIES<sup>SM</sup>**



# Chapter Leadership Planning Guide

# Chapter Leadership Guide

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## LEADERSHIP ROLES AND RESPONSIBILITIES

### BUILDING YOUR TEAM

Congratulations on being elected or appointed to an officer position for your chapter! Below are the roles and responsibilities for each position:

#### **Adult chapter leadership team includes:**

##### **President:**

- Elected position.
- Must be female.
- Leads chapter meetings.
- Ensures reports are completed and submitted in a timely manner.
- Must be a member in good standing of Royal Neighbors.
- Required chapter leader position.

##### **Secretary-Treasurer:**

- Elected position.
- Balances the records and accounts of the chapter.
- Reports on the chapter's financials during meetings.
- Completes and submits all quarterly and year-end reports in a timely manner.
- Maintains meeting minutes.
- Ensures membership numbers are maintained.
  - In January and July, the Secretary-Treasurer receives a comprehensive membership report.
  - To remain active and to receive funding, all chapters must always maintain a minimum of 10 members.
  - The chapter membership report can be requested at any time through your Member Engagement Specialists.
- Can preside over the meeting in the President's absence.
- Must be a member in good standing of Royal Neighbors.
- Required chapter leader position.

##### **Event Planner:**

- Appointed by the President by March 1.
- Assists the President in organizing the monthly meetings.
- Plans out the chapter's calendar of events; may or may not lead the event planning.
- Recruits and assists other members to lead chapter events.
- Can preside over the meeting in the President's absence.
- Must be a member in good standing of Royal Neighbors.
- Required chapter leader position.

##### **Social Media Coordinator:**

- Appointed by the President by March 1.
- Administers the Chapter's Royal Neighbors Facebook Page created by Royal Neighbors.

- Takes pictures at chapter community service projects and events.
- Posts pictures and promotes chapter events on the Chapter Leaders Facebook Page.
- Must be a member in good standing of Royal Neighbors.

**Youth chapter leadership team includes:**

**Youth Director:**

- Leads the youth chapter meetings.
- Must be a member in good standing of Royal Neighbors.
- The Home Office will complete a background check when newly elected.
- Works with Assistant Youth Director to organize chapter meetings and activities.

**Assistant Youth Director:**

- Assists the Youth Director in organizing the regular meetings, events and community service projects.
- Can preside over the meeting in the Youth Director's absence.
- Must be a member in good standing of Royal Neighbors.
- The Home Office will complete a background check when newly elected.

**\*Note: a chapter leader can ONLY hold ONE leadership position each year\***

## ELECTING OFFICERS

Chapters hold an annual business meeting each February. It is during this meeting that new officers are elected and installed. Here are simple steps to elect and install officers:

**Electing officers:**

- The President and Secretary-Treasurer are elected at the annual business meeting in February.
- The current President is the judge of the election.
- All chapter members in good standing are entitled to vote.

**How to elect officers:**

- It is recommended to form a Nominating Committee to identify and encourage qualified candidates to run for office.
- Look for members who have demonstrated leadership abilities.
- Ask the membership for nominations as a whole.
- Distribute ballots to all members present at the election.
- The Nominating Committee introduces the names of the candidates for each officer position and the President asks if there are any additional nominations from the floor.
  - If only one person is nominated for a position, the President should request members by acclamation to allow the Secretary-Treasurer to cast a unanimous vote for the position.
  - If there is more than one nominee, the President should read all the nominees for the position.
  - If only two candidates are nominated, the one with the majority of votes wins.

- If three or more candidates are running for one position, the one having the fewest votes after each ballot should be dropped; this process continues until two candidates remain.
- In case of a tie on the final vote, another ballot should be distributed.
- If this ballot also results in a tie, then another method predetermined by the chapter should be used.
- The Secretary-Treasurer should collect all ballots, count the votes and report results to the membership.

## INSTALLING OFFICERS

- Officers can be installed and begin their duties during the Election of Officers meeting or at any regular or special meeting following the election.
- Appointed officers' terms begin upon appointment.
- Any member of the chapter can be chosen by a majority vote of the chapter to act as the Installing Officer.
- Any member elected to the leadership team who cannot attend the installation can be installed by proxy or at the next regular or special meeting.

### How to install officers:

- The President should turn the meeting over to the Installing Officer for the installation ceremony.
- The Installing Officer asks the President to read the names of the leadership team.
- As each officer's name is read, she/he should rise and stand before the Installing Officer.
- The Installing Officer asks:
  - *"Do you, the newly elected officers, accept the office to which you have been elected/appointed and do you agree to serve as such to the best of your knowledge and ability and to comply with all the requirements of your office as specified by the Society?"* If the officers agree, they should answer *"I do."*
- The Installing Officer then states the following:
  - *"The officers of Royal Neighbors of America Chapter \_\_\_\_\_ for the ensuing term have been duly installed. I wish for them a successful administration and trust that you, one and all, will loyally assist them by your counsel and presence in this, their labor of love, and may all who meet with them here strive to work hand-in-hand for the good of our Society. I will now surrender the chair to the Past President."*
- The Past President adjourns the meeting.

## RUNNING A SUCCESSFUL CHAPTER

### A CHAPTER IN GOOD STANDING

In order to participate in certain programs and to receive funding, your chapter must be a chapter in good standing. Therefore, it is important that your chapter continues to be in good standing.

Being a chapter in good standing means that your chapter must:

- Have at least 10 members in their chapter.
- All chapter leaders must have active memberships.
  - If the entire leadership has inactive memberships, then your chapter is NOT in good standing and does not qualify for funding.
  - The President is responsible for making sure her leadership team has active memberships.
  - A chapter roster can be requested by contacting your Member Engagement Specialist.
- Turned in *Annual Financial Report and Chapter Leader Roster* **with** bank statements on time.
  - If you completed the report and did not turn in bank statements, then it is not a completed report. Your chapter will not be considered for funding until the bank statements is received.
  - If you did not complete the report, your chapter is not eligible to receive funding until this report is completed.
- Turned in Chapter Quarterly Funding report on time.
  - Royal Neighbors will not back pay chapters that turn in their Quarterly Reports before their Annual Report. Your chapter will become eligible for funding once the chapter returns to a chapter in good standing.

## CHAPTER MEETINGS

Holding regular meetings is an important part of keeping your chapter active and involved. Chapters should meet at least once a month for a meeting, event, or community service project. To earn funding, it is a requirement for chapters to hold at least one meeting each quarter.

### **Business Meetings:**

- Consist of two or more chapter members.
- Begin with the Pledge of Allegiance, prayer or discussion of Royal Neighbors' mission statement.
- Share chapter financials and minutes from past meetings.
- Conduct new and old business.

### **Annual business meeting:**

- Get together to elect chapter officers for the ensuing term.
- Held in February.
- Share chapter financials, membership and contact information.
- Set chapter meeting schedule.
- Installation of Officers can take place at this time or at any regular or special meeting following the election.

### **Special meeting:**

- Gathering called by the President or requested by five or more members.
- Call for meeting should fully state its objectives and no other business can be transacted.
- Chapter leadership, with assistance from the Home Office, must notify every chapter member of the meeting and its objectives.

## COMMUNITY SERVICE PROJECTS

Community service projects are an integral part of all chapters. They are defined as any act of community volunteer service performed by two or more members of your chapter in the name of Royal Neighbors. Chapters are encouraged to support projects that align with Royal Neighbors' vision to protect women financially and empower them to improve their lives, families and communities.

### **Chapter Matching Funds Projects:**

Prior to committing to a fundraiser, complete a Matching Funds request online and await approval from the Home Office.

To be eligible to request a matching funds grant, your chapter must:

- Reach \$700 level funding for at least one quarter of the current year.
- First quarter matching funds eligibility is based on whether you reached \$700 level funding during the fourth quarter of the previous year.

To access the [Matching Funds Request](#), you will need to log in to the online application system which you can get to through the Chapter Leader area of the Royal Neighbors website.

- If you do not remember your login credentials, you can change/update your email address or password. (see page 22)
- If you are logging into the system for the first time you will need to create a new account. (see Page 14)
- Royal Neighbors will match up to a maximum of \$1,000 of net funds raised by the chapter each year for approved projects.
- The fundraiser(s) **MUST** be for the benefit of a not-for-profit organization with a tax ID number.
- Funds must be raised by the chapter at a chapter fundraiser; co-sponsored projects are permitted.
- The Society will accept no financial responsibility for a matching funds project and will not match funds raised until the proper online report has been completed.

Matching funds projects count as a community service project, which helps the chapter work toward earning funding; be sure to include this project and all volunteer hours generated in your online report.

### **To receive funding:**

- Once your project is finished, send the fundraised amount to the nonprofit organization and complete the [Matching Funds Final Report](#) online.
- An online form will be sent via email to the nonprofit supported by your project. The nonprofit will need to verify the donated amount.
- Once both reports have been completed, a check made payable to the nonprofit will be sent from the Home Office directly to the supported nonprofit organization.



**PROJECT/EVENT PLANNING TIPS:**

Every successful project/event starts with good planning and, of course, good people willing to help others. We hope you find this checklist helpful.

<p><b>Choose a Committee</b></p>	<ul style="list-style-type: none"> <li>• Designate a project leader, who in turn will select a group of people who can help recruit volunteers.</li> <li>• Determine who will be the main project coordinator and contact person.</li> </ul>
<p><b>Choose a Project/Event</b></p>	<ul style="list-style-type: none"> <li>• Chapters are encouraged to host events/community service projects that align with Royal Neighbors’ vision to protect women financially and empower them to improve their lives, families and communities.</li> <li>• Determine if the chapter should partner with another group/chapter.</li> <li>• Choose location, date(s) and time(s). Create a timeline for planning the event to help keep your group on track.</li> </ul>
<p><b>Spread the Word</b></p>	<ul style="list-style-type: none"> <li>• If you are recruiting other to join you, use email and social media to spread the word.</li> <li>• Make sure you inform all chapter members.</li> <li>• If appropriate, contact the media in advance and distribute press releases. If you need assistance, we can help you with this.</li> <li>• Post flyers and signs on church bulletin boards, community boards and in local businesses.</li> <li>• Invite local VIPs to help: the mayor or local, state or federal legislators.</li> <li>• Send postcards to members, friends and family.</li> <li>• Recruit volunteers.</li> </ul>
<p><b>Have Fun</b></p>	<ul style="list-style-type: none"> <li>• After careful planning, your project is sure to be a success.</li> <li>• Enjoy the day and take pride in your accomplishments.</li> <li>• It is leaders like you who make the world a better place.</li> <li>• Recognize and thank your volunteers.</li> </ul>
<p><b>Report Your Success</b></p>	<ul style="list-style-type: none"> <li>• Make sure to share your results with us in your Chapter Quarterly Report.</li> <li>• Volunteer hours generated by the chapter are required to be reported quarterly. Reports are due five days after the end of the quarter.</li> <li>• Calculate the time each volunteer spent planning, promoting, engaging in the event and cleaning up. (see volunteer guideline, page 8) Share this with your secretary/treasurer or whoever fills out the report for your chapter.</li> <li>• Post photos of your event on the Chapter Leader Facebook Page.</li> </ul>

**\*If your chapter hosts an event at a venue that requires you to provide liability insurance, simply contact your Member Engagement Specialist. Be prepared to provide them with the purpose, location, date and time of your event. Your MES will email you a Certificate of Insurance within 2-3 days of your request.**

GUIDELINES FOR VOLUNTEER HOUR REPORTING

<b>Guidelines</b>
Time spent providing direct service for a nonprofit or similar organization (e.g., nursing home, school).
Time spent organizing and preparing for a service project, event or fundraiser.
Time spent raising funds for a charity.
Providing pro-bono services to a nonprofit or similar organization. Pro-bono is defined as the donation of professional service for which the recipient nonprofit would have to pay.
Attending a fundraising even as a chapter activity.
All volunteer hours should come from chapter activities. Individual volunteer hours will not be counted. Two or more chapter members must participate for an activity to count toward volunteer hours.
Chapter meetings count as volunteer hours
If a chapter plans the project/event, all hours generated from this event can be counted including hours generated from event attendees. Hours generated from organizing, prepping and post-event should be included as well.
If a chapter is participating or volunteering for a project/event that is not hosted by the chapter, the chapter should count the hours of their members who participated. For example, if three members volunteer to run a water station for a local 5K, only hours from these three members can be counted.
Hours accumulated from Difference Maker Fund projects should not be reported as Chapter hours. These hours are reported separately.
<b><i>The above criteria will not cover all circumstances. A good guideline would be to ask yourself, "Does this activity address a social problem?" and "Was I paid to perform this service?"</i></b>

## CHAPTER FUNDING

## QUARTERLY FUNDING LEVELS

**New funding levels for Chapters**

As of July 2019

<b>Number of chapter volunteer hours</b>	<b>Funding paid to the chapter</b>
250 or more chapter volunteer hours	<b>\$700</b>
150 – 249 chapter volunteer hours	<b>\$500</b>
100 – 149 chapter volunteer hours	<b>\$300</b>
50 – 99 chapter volunteer hours	<b>\$100</b>

All volunteer hours and chapter meetings must be recorded on the Quarterly Report through the [online reporting tool](#) to be considered for funding. If you need assistance navigating to the report or completing the report, please refer to pages 23-25. Your chapter must submit a report of volunteer activity within **5 days** after the quarter. Please report your hours accurately and reach out to your Member Engagement Specialist if you have questions about completing your report.

All funding is deposited directly to the chapter's account via Electronic Funds Transfer. It is important that you notify your Member Engagement Specialist of any bank account changes. Or, if you need forms to change officers and signors at the bank.

**\*Due dates for Quarterly Reports: April 5, July 5, October 5, and January 5\***

## QUARTERLY DRAWING AND ANNUAL INCENTIVES

There are a variety of additional incentive programs throughout the year that will allow your chapter to receive even more funding. Chapters may use these funds to complete additional community service projects or to make a donation to a nonprofit or charitable cause.

- Quarterly Drawing:
  - Drawings will be announced at the end of each reporting quarter. The announcement will be made on the Chapter Leaders Facebook group or sent via email.
- Annual Incentives Awarded:
  - At the end of the year, all chapter volunteer hours are totaled and the top 60 chapters with the most hours who are in good standing qualify for the Annual Incentive. Remember, even if you reach our top funding level for each quarter, it's important to report all of your hours so your chapter can be part of this incentive.
    - Top 10 chapters in volunteer hours receive \$1,000 each.
    - Next 20 chapters in volunteer hours receive \$500 each.
    - Next 30 chapters in volunteer hours receive \$250 each.

## MEMBERSHIP AND BENEFITS

### ABOUT ROYAL NEIGHBORS OF AMERICA

Royal Neighbors of America is a unique provider of life insurance and annuities whose mission is to protect women financially and empower them to improve their lives, families, and communities. In 1895, Royal Neighbors was founded as a membership organization by nine pioneering women who recognized the need to insure the lives of women and children and the importance of localized philanthropy. Headquartered in Rock Island, Illinois, with an operation in Mesa, Arizona, Royal Neighbors serves over 215,000 members and delivered more than \$19 million of Social Good in 2020. For more information, visit us at [royalneighbors.org](https://royalneighbors.org).

As a member of Royal Neighbors, you are a member of a fraternal benefit society. Fraternal benefit societies are membership-based organizations that are centered on three great traditions. First, individuals voluntarily join together based upon a common bond. Second, they organize themselves with their fellow members through a network of local organizations called chapters. And third, there is a strong commitment to mutual support of the members and service to communities.

### TYPES OF MEMBERSHIP

Royal Neighbors of America offers two types of membership: Beneficial and general.

- **Beneficial Members:** Beneficial Members are insured by Royal Neighbors or are the owners of an annuity or settlement contract with Royal Neighbors. There is no additional membership fee.
- **General members:** General members are 15 years or older who apply for membership and pay an annual membership fee of \$20. General members under the age of 15 are considered as youth general members. For youth general members, membership is free until the member reaches the age of 15.

As a member of a fraternal benefit society, you have access to many member savings and philanthropy programs. Currently, Royal Neighbors members have access to free and discounted services designed to help you save money on legal services, vision and dental services, telehealth visits, retail, and more.

**\* Member Relief Fund AND eligibility for our Scholarship Program are exclusive to Beneficial Members only. \***

Program	General Member	Beneficial Member
Difference Maker Fund	X	X
Member Savings Program	X	X
Chapter Membership and Volunteer Opportunities	X	X
Nation of Neighbors <sup>SM</sup> Award and Empowerment Grant		X
Royal Neighbors of America Scholarship Program <sup>®</sup>		X
Member Relief Fund		X
Voting Privileges		X

**MEMBER SAVINGS**

Holding membership with Royal Neighbors of America provides members and their families the with opportunity to save money with valuable discounts. Please visit the [Member Savings](#) page of the Royal Neighbors website for a detailed list of all the savings offered.

**PHILANTHROPY PROGRAMS**

**Member Relief Fund**

Royal Neighbors recognizes that serious illness or disaster can strike anyone at any time. In the true meaning of fraternalism, the Society may provide financial assistance from the Member Relief Fund to both adult and youth Beneficial Members.

- The Member Relief Fund may be considered for Beneficial Members experiencing extreme financial hardship as a result of illness, personal injury or natural disaster.
- Funding is available annually to assist with the payment of Royal Neighbors premiums or direct financial need, until the annual fund is exhausted.

If you have incurred an illness, personal injury or disaster hardship, please visit the [Member Relief Fund](#) page of the Royal Neighbors website for more information or to apply. To qualify for aid, you must apply within six months of the occurrence.

**Difference Maker Fund**

Royal Neighbors encourages members to make a difference in their community through volunteerism. Through this program, members can apply for a Difference Maker Fund grant once a year to help offset the costs of a volunteer project. Approved members are granted \$200 to complete a project that supports a grassroots or charitable cause in their community. Members can apply for this fund, [Difference Maker Fund](#), online at any time.

### **Nation of Neighbors<sup>SM</sup> Program**

The Nation of Neighbors program provides financial assistance to individuals who have a plan to start or expand a business, organization or group that helps women and/or girls in their community. More than \$2 million has been awarded to grant recipients since the program began in 2007.

Nation of Neighbors recipients must be nominated by a Royal Neighbors Beneficial Member, chapter leader, or qualified agent. However, nominees do not have to be a member to receive the grant. For more information about how to nominate an outstanding individual, visit the [Nation of Neighbors](#) page of our website. Nominations are accepted annually between March 1 and April 30.

### **Scholarship Program**

Royal Neighbors encourages its members to continue their education to reach their personal and professional goals. Since 1961, we have offered scholarships to our Beneficial Members – those who are insured and/or own an annuity with Royal Neighbors. Call (800) 627-4762 or visit our Royal Neighbors [Scholarships](#) page for more information. Applications are accepted annually from December 1 to March

### **Voting Privileges**

The Royal Neighbors of America Board of Directors consists of between 7 to 11 members, all but 2 of whom are outside directors elected by the entire adult Beneficial membership of the organization. The two inside directors are approved by the Board. The adult Beneficial Members have the opportunity to have a direct voice in the governance of the organization through this election process by completing and returning the mail-in or email ballot each June. General members are allowed to vote during meetings.

## ROYAL NEIGHBORS MARKETING AND COMMUNICATIONS

### SIGNAGE

Displaying Royal Neighbors signage at your events is a great way to build awareness for Royal Neighbors and your chapter. Each chapter should have received laminated signage for their activities. If your chapter currently has signage or wishes to order additional signs or tablecloths, please contact your Member Engagement Specialist.

### THE ROYAL NEIGHBOR MAGAZINE

Throughout the year, Royal Neighbors publishes a print and an [online membership magazine](#). In each issue you'll find:

- Updates on Royal Neighbors' scholarship programs and other member savings.
- Informative articles to help you stay healthy, both physically and financially.
- A message from the President/CEO, special features and more.

- Chapter stories highlighting volunteer work across our nation

We love hearing from our members! Feel free to share your stories, photos, testimonials, and recipes by completing [this form](#). They may be featured in a future issue of The Royal Neighbor.

#### CHAPTER LEADER FACEBOOK GROUP

The Royal Neighbors Chapter Leaders Facebook Group will be your resource for everything you need to know about successfully leading your chapter. It will be your primary source for program updates, deadlines, chapter accomplishments and important dates. The Facebook Group is a collaborative environment that encourages the sharing of project ideas and discussions among chapter leaders. Reach out to your Member Engagement Specialist to for more details or join the group here: [facebook.com/groups/royalneighborscl](https://facebook.com/groups/royalneighborscl).

#### CHAPTER LEADER NEWSLETTER

As we understand that Facebook may not be accessible for everyone, we believe that our Chapter Leader Newsletter will reach all leaders far and wide. The newsletter is designed to provide you with updates and reminders regarding upcoming deadlines, program updates, and special offers for chapters and members. In addition, the newsletter highlights all the different programs you can participate in as a general member, Beneficial Member, or Chapter. Make sure to look for the next Chapter Leader Newsletter in your inbox! If you are not receiving this newsletter, please email [philanthropy@royalneighbors.org](mailto:philanthropy@royalneighbors.org).

#### CHAPTER LEADER EMAIL ADDRESSES

Email is the primary method of contact between you and your Member Engagement Specialist. It is strongly recommended that all chapter leaders provide an email address to Royal Neighbors so that we can communicate with you efficiently and help you better serve your chapter. Please contact your Member Engagement Specialist, Darcy Smith at [Darcy.Smith@royalneighbors.org](mailto:Darcy.Smith@royalneighbors.org), Amy Finn at [Amy.Finn@royalneighbors.org](mailto:Amy.Finn@royalneighbors.org), or Sara Nguyen at [Sara.Nguyen@royalneighbors.org](mailto:Sara.Nguyen@royalneighbors.org) to share your email address with Royal Neighbors today!

#### REQUESTING ROYAL NEIGHBORS LOGO FOR USE

Please use the following steps below when requesting to use our Royal Neighbors of America logo.

- Email a Member Engagement Specialist about requesting to use the logo. (email addresses on page 26)
  - Within the email provide the following information:
    - What will the logo be used for?

- What kind of logo do you need?
- What type of file format do you need?
- A Member Engagement Specialist will reach out to you regarding this and attach a form that you will need to complete and send back to us. A file of the logo will not be provided until the form is completed.
  - You will have to print, sign, and scan the form to send it back to us.
- After the form has been sent, the logo file that you have requested will be emailed to you.
- As noted in the form, we will need to see the final use of the logo before we can approve it for use.
- Once it is approved, you will receive an emailed pdf letter confirming that your chapter has approval to use the logo the specific purpose outlined in the letter.

**HOW TO LOGIN TO THE ONLINE REPORTING TOOL**

Login Page: [grantrequest.com/SID\\_6061?SA=AM](http://grantrequest.com/SID_6061?SA=AM)

*Click on the hyperlink above to access the online reporting tool ^^*

When logging into the new reporting tool for the first time, you **MUST** create a new account. (If you are an existing user, skip to step 6)

**\*\* Avoid using your browser's back button while using the reporting tool\*\***

**IF YOU ARE A NEW USER**

- 1) Next, Click on **New Applicant?** (Shown Below)

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)



- 2) **Fill out** User Registration information. (Enter email, make a password, and confirm both)

**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

- 3) Once information is all entered, click on the **Continue** button below the confirm password.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

- 4) New account made successfully. An email will be sent to verify and confirm the new account. Yay! Congratulations, you did it!

Dear Royal Neighbors Member,

Your application account has been created! You can log in to Your Account, [https://uridefense\\_proofpoint.com/v2/url?u=https-3A\\_www.grantrequest.com\\_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaDlIvImEN8b7IXrwqOf-vSA\\_CdpgnVfiiMM&r=9iyYjp-pAGFwU26UkWX58cUhfGUHClzYvcdMAYKgt\\_g&m=hrJ7yBjhPhyKXC6hDjbb0IGDnDWMFUDosMGRHlydCF4&s=kjKxdKvWkztTYpPpFPAMyOTWX7MKS-NAlO3jXTsYOwC&e=](https://uridefense_proofpoint.com/v2/url?u=https-3A_www.grantrequest.com_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaDlIvImEN8b7IXrwqOf-vSA_CdpgnVfiiMM&r=9iyYjp-pAGFwU26UkWX58cUhfGUHClzYvcdMAYKgt_g&m=hrJ7yBjhPhyKXC6hDjbb0IGDnDWMFUDosMGRHlydCF4&s=kjKxdKvWkztTYpPpFPAMyOTWX7MKS-NAlO3jXTsYOwC&e=), at anytime. We suggest that you add this hyperlink to your favorites.

We will not be able to provide you with this password at a later time. If you forget your password, you can reset your password from the log-in page.

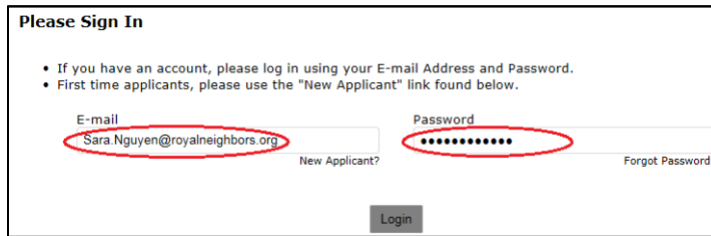
If your next step is to access a specific application, please visit [www.royalneighbors.org](http://www.royalneighbors.org), click on membership, and choose the program you wish to apply for.

Thank you!

Philanthropy Team  
Royal Neighbors of America  
(309) 732-8235  
[philanthropy@royalneighbors.org](mailto:philanthropy@royalneighbors.org)

## IF YOU ARE AN EXISTING USER

- 1) On the Login page, enter you **Email Address** and **Password**.



**Please Sign In**

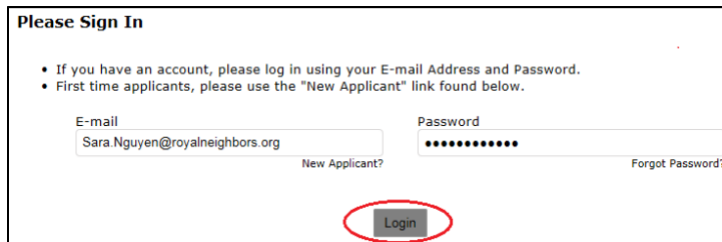
- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail: Sara.Nguyen@royalneighbors.org  
Password: ●●●●●●●●

New Applicant? Forgot Password?

Login

- 2) After entering the email address and password, press the **Login** button. (Shown Below)



**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail: Sara.Nguyen@royalneighbors.org  
Password: ●●●●●●●●

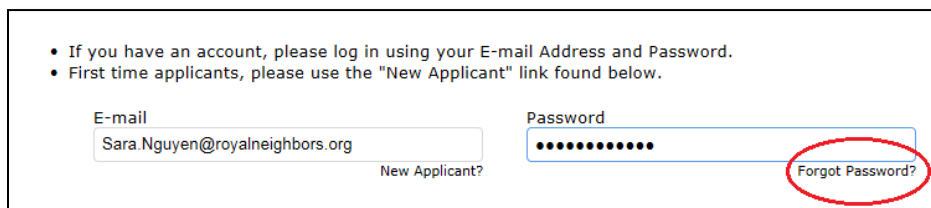
New Applicant? Forgot Password?

Login

## SKIP to Tips & Tricks **UNLESS** You Have Forgotten Your Password

## IF YOU FORGET YOUR LOGIN PASSWORD

- 1) Click on **Forgot Your Password?** (Link is shown below)

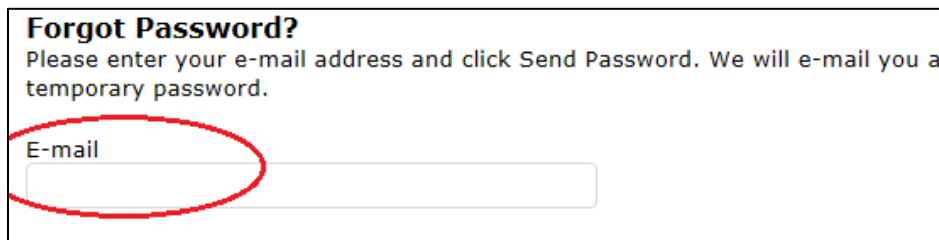


• If you have an account, please log in using your E-mail Address and Password.  
• First time applicants, please use the "New Applicant" link found below.

E-mail: Sara.Nguyen@royalneighbors.org  
Password: ●●●●●●●●

New Applicant? Forgot Password?

- 2) To reset your password, enter your email address in the textbox below.



**Forgot Password?**  
Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail: [input field]

- 3) Click on **Send Password**. (Shown Below)

**Forgot Password?**  
Please enter your e-mail address and click Send Password. We will e-mail you a temporary password.

E-mail

**Send Password**

[Return to login](#)

- 4) Automatically will go back to login page. (Check Email)

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

If the e-mail address entered belongs to a valid account, a temporary password is on its way. Check your inbox.

E-mail  [New Applicant?](#)

Password  [Forgot Password?](#)

**Login**

- 5) You will receive an email like the one shown below.

Dear Royal Neighbors Applicant,

Your password is: RqdD^tnjD7:i

Log in to Your Account, [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_www.grantrequest.com\\_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaTDilvimEN8b7jXrwqOf-v5A\\_CdpgnVfiimMM&r=Bgudi2PvggbWw48NYJqyKncFdynjbbzn4RbQ9a03pY&m=vayia6oXl6rY3qvFXkGfLVsg-8E3e5Seg-q8Moc5750&s=aICVuxk333OdOhczlDY6R-r3Mi\\_Ji5pctLrGKrybcsg&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_www.grantrequest.com_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaTDilvimEN8b7jXrwqOf-v5A_CdpgnVfiimMM&r=Bgudi2PvggbWw48NYJqyKncFdynjbbzn4RbQ9a03pY&m=vayia6oXl6rY3qvFXkGfLVsg-8E3e5Seg-q8Moc5750&s=aICVuxk333OdOhczlDY6R-r3Mi_Ji5pctLrGKrybcsg&e=;), at anytime to access your application forms.

If you are having trouble, you can contact us at (309) 732-8235. We are only able to reset your password and will not be able to access your account otherwise.

- 6) Copy the generated password in the email. Use the password given for the next few steps.  
Generated passwords **ARE DIFFERENT** each time they are requested.

Dear Royal Neighbors Applicant,

Your password is: RqdD^tnjD7:i

Log in to Your Account, [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_www.grantrequest.com\\_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaTDilvimEN8b7jXrwqOf-v5A\\_CdpgnVfiimMM&r=Bgudi2PvggbWw48NYJqyKncFdynjbbzn4RbQ9a03pY&m=vayia6oXl6rY3qvFXkGfLVsg-8E3e5Seg-q8Moc5750&s=aICVuxk333OdOhczlDY6R-r3Mi\\_Ji5pctLrGKrybcsg&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_www.grantrequest.com_AccountManager.aspx-3Fsid-3D6061&d=DwIFAg&c=euGZstcaTDilvimEN8b7jXrwqOf-v5A_CdpgnVfiimMM&r=Bgudi2PvggbWw48NYJqyKncFdynjbbzn4RbQ9a03pY&m=vayia6oXl6rY3qvFXkGfLVsg-8E3e5Seg-q8Moc5750&s=aICVuxk333OdOhczlDY6R-r3Mi_Ji5pctLrGKrybcsg&e=;)

- 7) Go to login page, enter email and paste the generated password in **Password**.

**Remember: USE generated password for Step 7 and Step 8**

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

If the e-mail address entered belongs to a valid account, a temporary password is on its way. Check your inbox.

E-mail  [New Applicant?](#)

Password  [Forgot Password?](#)

**Login**

- 8) Enter generated password in **Current Password**.

**Remember: USE** generated password for **Step 7** and **Step 8**

**Change Password**

You will need to change your password to continue.

Current Password  
[password field]

Password (must contain at least 5 characters, with both letters and numbers)  
[password field]

Confirm Password  
[password field]

- 9) Create and Enter **New Password** and Confirm **New Password**.

**Change Password**

You will need to change your password to continue.

Current Password  
[password field]

Password (must contain at least 5 characters, with both letters and numbers)  
[password field]

Confirm Password  
[password field]

- 10) Press **Update**.

Current Password  
[password field]

Password (must contain at least 5 characters, with both letters and numbers)  
[password field]

Confirm Password  
[password field]

Update

- 11) You will automatically be logged in and this message will occur when the password has been successfully changed. (Left side of screen in red)

Account: Sara.Nguyen@royalneighbors.org | Change E-mail/Password  
Last Log in: 6/25/2019 9:34 AM GMT-04:00

Your password has been successfully changed.

- 12) You will receive an email verifying that you have changed your password successfully.

RN Royal Neighbors Philanthropy Team <mail@grantapplication.org>  
Account Update

To: Sara Nguyen

Per your request: Your account password has been changed to (password hidden to protect your privacy).

TIPS & TRICKS: ACCOUNT PAGE

Account Page: After logging in, your screen will look like. (Shown Below)

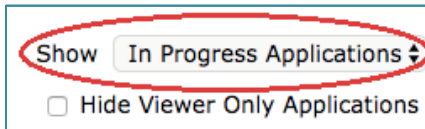


HOW TO ACCESS *IN PROGRESS* OR *SUBMITTED* APPLICATIONS

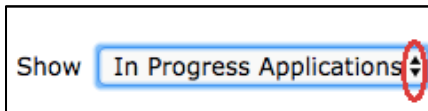
**In-Progress Applications (Default- will automatically show once logged in)**

**ONLY use these steps if you are trying to access submitted or in-progress applications!**

- 1) Move mouse over to the box labeled as **Show**.



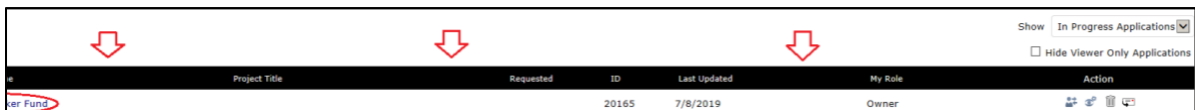
- 2) Press the drop-down bar.



- 3) Select **In-Progress Applications**.

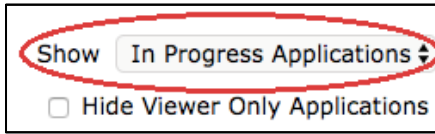


- 4) See In-Progress Applications shown **below**. All **in-progress applications** will appear at the bottom. You can see application name, project title, and dates submitted. You can press on application to see what you have incomplete.

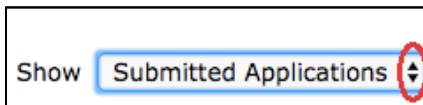


**Submitted Applications:**

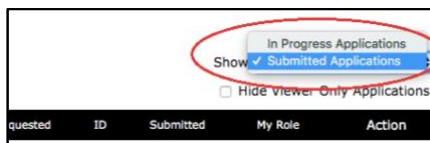
- 1) Move mouse over to the box labeled as **Show**.



- 2) Press the drop-down bar.



- 3) Select in **Submitted Applications**.



- 4) See in submitted applications shown below. All **submitted applications** will appear at the bottom. You can see application name, project title, and date submitted. You can press on application to see what you have submitted.

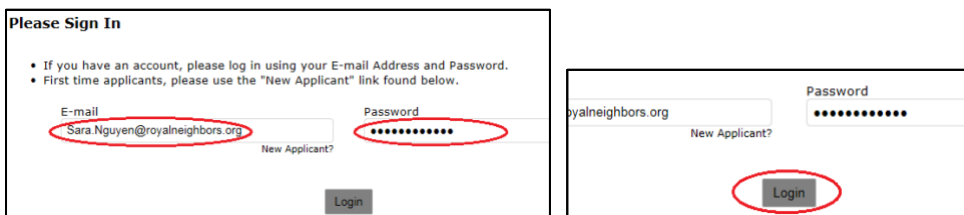
A screenshot of the application list table. Red arrows point to the first row of the table. The table has columns: Application Name, Project Title, Requested, ID, Submitted, My Role, and Action. The first row is highlighted in red.

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
Royal Financial Report and Chapter Roster			2006	6/20/2019	Owner	

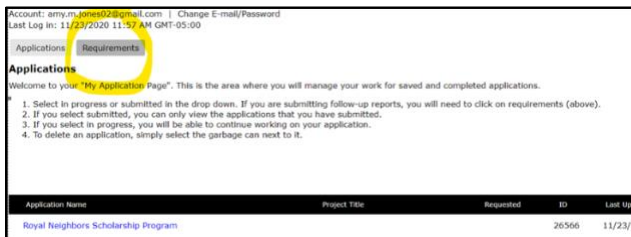
**HOW TO ACCESS REQUIREMENTS**

**In-Progress Requirements**

- 1) **Go to online reporting tool and log-in.** (or use the link provided in email)



- 2) Once on landing page, click on **Requirements** tab. (to the left of the page). After pressing on the tab, the screen will automatically show you **in-progress** requirements.



- 3) The requirement that is needed to be complete will be shown below the title bar.

Form Name	Project Title	Type	ID	Due	Submitted	My Role	Action
Difference Maker Fund Final Report	Supporting Families at the Holidays	Final Report	4132	1/3/2020	1/6/2020	Owner	📄 📄 📄

- 4) Click on the requirement that you want to complete and start working.

Form Name	Project Title
Difference Maker Fund Final Report	Supporting F

### Submitted Requirements

- 1) Go to online reporting tool and log-in. (or use the link provided in email)

- 2) Once on landing page, click on requirements tab. (to the left of the page). After pressing on the tab, the screen will automatically show you in-progress requirements.

Application Name	Project Title	Requested	ID	List Upd
Royal Neighbors Scholarship Program			26566	11/23/2

- 3) Click on the **drop-down arrow**, click on **Submitted Requirements**. (very right of screen). Drop-down arrow on the right.

- 4) Below the title bar, you will find all previously submitted requirements.

Form Name	Project Title	Type	ID	Due	Submitted	My Role	Action
Difference Maker Fund Final Report	Supporting Families at the Holidays	Final Report	4132	1/3/2020	1/6/2020	Owner	📄 📄 📄

- 5) Click on the title of the project to see the content of requirement submitted.

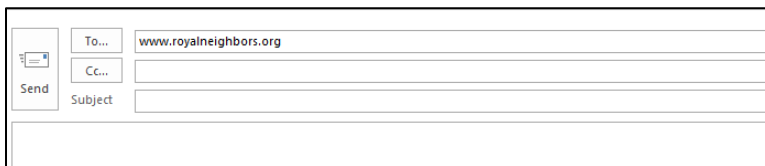
Form Name	Project Title
Difference Maker Fund Final Report	Supporting F

## HOW TO CONTACT A PHILANTHROPY SPECIALIST

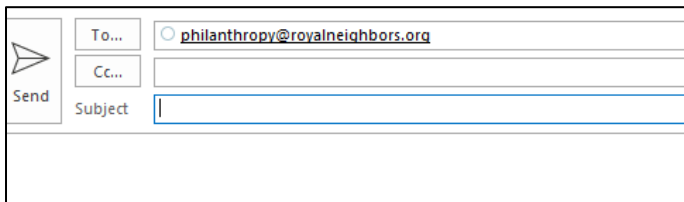
- 1) Press on **Contact Us**. (upper right, next to exit)



- 2) Email box will appear and type out the reason for contact.

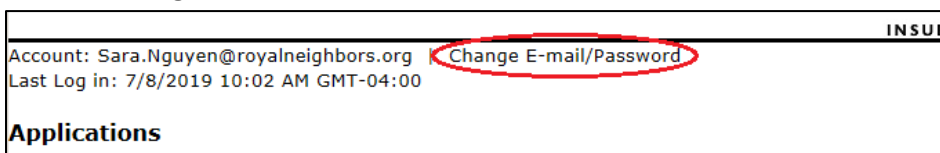


- 3) After typing, press **Send** when you are finished. (Send button will be in different locations depending on your email account)



## CHANGING/UPDATE EMAIL ADDRESS OR PASSWORD:

- 1) Press on **Change E-Mail/Password**





2) Pick which option you would like: **Change E-mail Address or Change Password**

The image shows two forms side-by-side. The top form is titled "Change E-mail Address" and contains fields for "E-mail" and "Password", followed by an "Update" button. The bottom form is titled "Change Password" and contains fields for "Current Password", "Password (must contain at least 5 characters, with both letters and numbers)", and "Confirm Password", followed by an "Update" button. Red circles highlight the titles of both forms.

**a. Change Email**

i. Enter **New** Email Address & Enter **Current** Password

This is a close-up of the "Change E-mail Address" form. The "E-mail" and "Password" input fields are circled in red. The "Update" button is also visible at the bottom.

ii. Press **Update**

This is another view of the "Change E-mail Address" form. The "Update" button at the bottom is circled in red.

**b. Change Password**

i. Enter **Current** Password

This is a close-up of the "Change Password" form. The "Current Password" input field is circled in red. The "Update" button is visible at the bottom.

- ii. Enter **New Password & Confirm New Password.**

**Change Password**

If you wish to change the password you will use to log in, you may do so below.

Current Password

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Update

- iii. Press **Update.**

**Change Password**

If you wish to change the password you will use to log in, you may do so below.

Current Password

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Update

**SIGNING OUT OF ACCOUNT:**

- 1) Press on the **Exit.** (upper right, next to contact us)

SERVING COMMUNITIES™

Contact Us Exit

Show In Progress Applications

Contact Us Exit

- 2) Once you are successfully signed out, it will take you to the login page.

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

New Applicant? Forgot Password?

Login

## HOW TO COMPLETE AN ONLINE REPORT

### NAVIGATING AND COMPLETING YOUR CHAPTER QUARTERLY FUNDING REPORT

#### Navigating to Report

- 1) Use the link below to navigate to the Chapter Leader section of our website.  
Link: [royalneighbors.org/membership/chapter-leaders](https://royalneighbors.org/membership/chapter-leaders)
- 2) Under the Chapter Leader Form box, click on “Chapter Funding – Quarterly.”
- 3) After clicking it, it will direct you to the online reporting landing page.
- 4) Then sign in and press login. (If you do not have an account, use new user steps on page 13)
- 5) After logging in, the report will automatically pull up.

**OR**

- 1) To open online reporting tool to complete Quarterly Report: [Click Here!!](#)
- 2) After clicking it, it will direct you to the online reporting landing page.
- 3) Then sign in and press login. (If you do not have an account, use new user steps on page 13)
- 4) After logging in, the report will automatically pull up.

#### Completing the Chapter Quarterly Funding Report

Walk through Video on how to complete the report : [vimeo.com/359453534/56a71f5758](https://vimeo.com/359453534/56a71f5758)

- 1) Type in your email and password and press on **Login**.
- 2) Once logged in, your application page should look like this. (see image below). Read the instructions and enter the dates in the two text boxes (Start date of the quarter you are reporting for) and (End date of the quarter you are reporting for).

**In order to receive funding, the following requirements must have been met in order to qualify for quarterly funding.**

1. The Chapter must hold a chapter meeting at least once per quarter. The hours generated from these meetings can be counted as volunteer hours.
2. The Financial Report and Chapter Roster for the prior year must have been submitted by the deadline.
3. The chapter should have at least 10 members.
4. This report must be completed within five days of the end of the quarter.
5. The chapter must have an elected President and Secretary/Treasurer.
6. If the chapter is designated as a youth chapter, there must be a Youth Director and Assistant Youth Director.

✦ Start date of the quarter you are reporting for  
Typically, this is January 1, April 1, July 1, or October 1. Please use the format 01/01/2020.

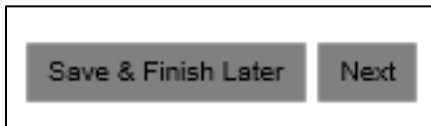
✦ End Date of the quarter you are reporting for  
Typically, this is March 31, June 30, September 30, or December 31. Please use the format 01/01/2020.

✦ Start date of the quarter you are reporting for  
Typically, this is January 1, April 1, July 1, or October 1. Please use the format 01/01/2020.

✦ End Date of the quarter you are reporting for  
Typically, this is March 31, June 30, September 30, or December 31. Please use the format 01/01/2020.

Chapter Leadership Planning Guide

- 3) At the bottom of the page, you can then press on **Save & Finish Later** or **Next**.



- 4) After you press **Next**, fill in the following information about you and your Chapter: Chapter Information, Your Contact Information, Chapter Meeting Information, and number of volunteer hours generated from meetings.

A screenshot of a form with a purple background. The top section is titled "Please provide the following information about you and your chapter." and contains fields for "Chapter City" and "Chapter State", "First Name" and "Last Name", a radio button selection for "Which Member Engagement Specialist does your chapter work with?", and text input fields for "E-mail" and "Best Phone Number". The bottom section is titled "Please provide information about your chapter meetings." and contains a radio button selection for "How many chapter meetings did you hold during this quarter?" and a text input field for "Volunteer hours generated from meetings".

- 5) After you press **Next**, list and describe the events that were hosted by your Chapter. **ALL** programs, activities, projects **hosted by the Chapter**. Number of volunteer hours generated from the events.

A screenshot of a form with a purple background. It features a text area for "Volunteer projects, activities, and other events hosted by the Chapter" with a word count of 0 of 350. Below it is another text area for "Volunteer hours generated from these activities" with a word count of 0 of 350.

- 6) After you press **Next**, list and describe any additional Community Service activities that your chapter participated in. (Your Chapter did **NOT** host or lead this event). **ALL** programs, activities, projects **NOT hosted by the Chapter**. Number of volunteer hours generated from the events.

A screenshot of a form with a purple background. It features a text area for "Additional Chapter Community Service" with a word count of 0 of 250. Below it is another text area for "Additional Chapter Community Service Volunteer Hours" with a word count of 0 of 250.

Chapter Leadership Planning Guide

- 7) After you press **Next**, look back at the volunteer hours section in steps 4, 5, and 6 (sections 2, 3, and 4). Take the hours generated from the three section and add them together. Add total sum of the three sections.

**Volunteer Hours**  
Please add up the volunteer hours from sections 2, 3, and 4 and provide the total number of volunteer hours generated by your chapter this quarter.

Volunteer Hours Social Good Calculation  
This calculation will populate when you review your information before submitting.  
0.00

As a reminder, chapters are funded based on the volunteer hours generated by the chapter. These are the funding levels for this quarter:

250 hours or more = \$700

- 8) Below the first question, you can calculate your social good amount pressing the calculator below. The amount will be automatically calculated for you. **Click on the calculator** here and it will automatically populate.

Volunteer Hours Social Good Calculation  
This calculation will populate when you review your information before submitting.  
0.00

As a reminder, chapters are funded based on the volunteer hours generated by the chapter. These are the funding levels for this quarter:

250 hours or more = \$700

- 9) After you press **Next**, list and describe the events that were hosted by your Chapter. Field below: Amount used the quarter, Amount generated, Amount donated, Any non-monetary amount donated (if any).

**Chapter Expenses and Revenue**

What amount of chapter funds were used during this quarter?  
If there were no expenses, please indicate zero.

If your chapter-led activities generated any monetary revenue, please indicate this amount.  
For example, the chapter hosted a pancake breakfast and generated \$1,234 from the event. Please indicate zero if your chapter-led activities did not generate revenue.

Monetary donation made using chapter funds (if any) during this quarter.  
For example, the Chapter donated \$500 to the local food pantry using chapter funds.

Value of any non-monetary (in-kind) donations made (if any)  
For example, the chapter made 50 blankets for the St. Joseph Food Pantry. The estimated value of this donation is \$500. If your chapter did not make any non-monetary donations this quarter, please indicate zero.

Don't forget to submit this application!

Now that you have entered all your information, you will click on "Review & Submit" below. This will take you to a page so you can review all the information entered and then you must click on SUBMIT at the bottom to submit this report. Please don't miss this step!

Once submitted, you will receive an automated email confirming your submission.

- 10) After reading the yellow box, either press on **Save & Finish Later** or **Review & Submit**.

Save & Finish Later      Review & Submit

11) Review your information. If all is correct, press **Submit**.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

**Instructions** [Printer Friendly Version](#) | [E-mail Draft](#)  
✦ Required before final submission

Instructions

**Filling out this application is considered your request for funding for this quarter. Funding amounts are awarded**

(If any of the required fields are missing, the name of the missing field(s) will appear at the very top of the screen in red and below the question required in red.)

**Yay- you have successfully navigated to and completed the Chapter Quarterly Funding Report!**

## PHILANTHROPY CONTACTS

If you have any issues logging in or reporting your hours on the Quarterly Chapter Reports, please do not hesitate to contact a member from our Philanthropy Team.

### CONTACTS

**Amy Jones**

Director of Philanthropy

[Amy.Jones@royalneighbors.org](mailto:Amy.Jones@royalneighbors.org)

(309) 732-8214

ext. 8214

**Darcy Smith**

Senior Member Engagement Specialist

[Darcy.Smith@royalneighbors.org](mailto:Darcy.Smith@royalneighbors.org)

(309) 732-8265

ext. 8265

**Amy Finn**

Member Engagement Specialist

[Amy.Finn@royalneighbors.org](mailto:Amy.Finn@royalneighbors.org)

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ext. 8359

**Sara Nguyen**

Member Engagement Coordinator

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(309) 732-8272

ext. 8272