

SCR Community Outreach Chapter Reimbursement Policy

1. To encourage SCR chapters to support community outreach projects, SCR will reimburse any eligible chapter up to \$500 per year for the cost of supplies used by the chapter for a community outreach project.
2. To be eligible for reimbursement a chapter must participate in a qualified community outreach project.
 - a. An organization must receive donated items, which are then given to individuals served by the organization. To the extent possible, organizations receiving donated items should be qualified 501(c)(3) organizations or non-profit entities.
 - b. A qualified project is one that is on the pre-approved list below, or has been approved in advance by SCR Outreach Chair and SCR Assistant Region Director. To obtain pre-approval of a project not on the list below, send an email to SCR Outreach Chair and SCR Assistant Region Director with a description of the project and the name of the organization that will receive the donated items.
3. Donated items must be made using any technique recognized by EGA as a “needle art,” which currently requires the use of a threaded needle. Nothing in this policy prevents a chapter from participating in other types of community outreach projects, such as knitting or crocheting items, or collecting money or non-needlework items, but those types of projects are not eligible for reimbursement from SCR.
4. Community outreach projects are pre-approved if they are for the following types of receiving organizations:
 - a. Child or adult literacy programs, for disbursement to program participants.
 - b. Hospitals, hospices, care homes, and domestic violence shelters, for disbursement to patients or clients.
 - c. Military units, for disbursement to military members and their families.
 - d. Habitat for Humanity, for disbursement to individuals as part of their new home ceremony.
5. To receive reimbursement a chapter must submit a reimbursement request to the SCR Treasurer using the standard SCR reimbursement form found on the SCR website. The reimbursement request must also be accompanied by:
 - a. All receipts for the supplies purchased by the chapter for the outreach project.
 - b. A description of the outreach project, including the name of the organization that received the donated items, how many items were donated, and how many chapter members participated.
 - c. A copy of the approval email if the project is not covered by #4 above.