

The Delphi Foundation



Delphi Foundation Request for Distribution of Encumbered Funds

This form is used to request funds that have been placed on deposit with the Delphi Foundation on behalf of a chapter, colony, or alumni association within the Delta Lambda Phi National Social Fraternity. This document contains instructions for completing the request forms.

The request form is two pages. The first page is a Pre-Approval and is submitted prior to the event, activity, or incurred expense. The Pre-Approval step provides an opportunity for the Delphi Foundation to clarify allowed and disallowed qualifying expenses and activities and will help to prevent situations where a requesting group is less likely to incur an expense and then find out that the expense does not meet the IRS definition of a charitable purpose. The second page is used after the event(s) have taken place. When a Pre-Approval is submitted and approved by the Delphi Board of Directors (DBOD), the amount and use of the funds requested is consistent with the approval, then the Delphi Treasurer is generally authorized to disburse the funds immediately upon submission of the second page. However, the Delphi Treasurer shall refer final approval to the Delphi BOD at his discretion.

Items on the Pre-Approval Page

The pre-approval page contains information necessary to identify the person(s) requesting the funds, the anticipated use of the funds, and the encumbered fund to be used (e.g., the XY Chapter Trust, the XY Chapter Alumni Association Trust, or the National Alumni Association Trust). Include the exact or estimated amount of support requested and if any amount is required in advance. The DBOD may authorize up to 50% of the funds requested to be provided in advance.

Authorization

This section provides the documentary proof showing that the requestor(s) are authorized the use of the requested encumbered funds for the stated purpose. Chapter authorizations shall be by a vote of the membership with appropriate affidavit submitted by an appropriate chapter officer (President, Treasurer, and or Secretary). Local or National Alumni Association authorization shall be as specified in the associations bylaws (e.g., by the association's executive board). In the case of other restricted funds, those funds shall have had an approval authority designated upon creation.

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Description of tax-exempt charitable purpose

The IRS code [sec 501(c)3] defines qualified charitable use purposes as one or more of the following: charitable, educational, religious, scientific, literary, fostering national or international sports competition, prevention of cruelty to children or animals, or testing for public safety. Generally, the Delphi Foundation's operations cover educational and charitable purposes in support of the Delta Lambda Phi National Social Fraternity as defined further by the IRS. The Delphi foundation cannot authorize the use of funds for political purposes such as campaigns or lobbying.

Typical charitable purposes approved for Delta Lambda Phi include supporting the registration and travel costs related to regional and national conferences, educational speakers and workshops provided to chapters and alumni associations, and support for retreats held by chapters and alumni associations at which clear and documentable educational and leadership development activities occur. Other approved purposes include donations and support to other 501(c)3 entities.

Description of the documentation to be provided

Adequate documentation is important to ensure that the Delphi Foundation can prove compliance with all appropriate IRS regulations. The form asks the submitter to provide a description of the anticipated documentation, for example, a registration receipt or invoice from the provider of an educational seminar, a purchase order with line items clearly identifying each item and amount, or a hotel room receipt. Generally speaking a non-itemized credit card receipt or non-detailed receipt (such as an adding machine tape) are **NOT** sufficient documentation and must be supported by additional documentation that clearly and unambiguously identifies the beneficiaries, the expense, and the purpose.

Items on the Disbursement Request Page

The disbursement request page is submitted after the expenses are incurred. *Please attach a copy of any prior approved pre-approval form with the disbursement request.*

Description of results

Please include a summary of the results that were achieved. This can be short, however, it should adequately demonstrate how the participants benefited and the results realized by the event or activity.

Documentation

Finally, summarize all attached expense documentation attached to the form, for example, the receipts and letters included.

E-Mail Forms to: Delphi@dlp.org

Mail Forms to:

The Delphi Foundation
Attn: Lou Camera
1008 10th St. PMB 274
Sacramento, CA 95814

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Delphi Foundation Request for Encumbered Funds Usage Pre-Approval Form

This form is designed for submission and approval by the Delphi Foundation's BOD **before** expenses are incurred. Verbal communication with any member(s) of the Foundation's BOD or their representatives shall not substitute for submission of this form. Approval of this form does not imply nor guarantee reimbursement of actual expenses, but serves as an advisory indication of generally approved events, activities, or expenses that may qualify.

Name of Requestor	Name of Requesting Group	Total Amount Requested
Name of Fund(s). If more than one, give proportion/amount of request allocated from each.		Amount in Advance

Authorization

Please attach to this request a certified (signed) copy the minutes of the body authorized to approve expenditures from the indicated fund(s)

Description of charitable purpose

Describe the charitable purpose(s) for which the funds will be used. If the funds are used to support expenses relating to a particular event, please indicate the activities within the event that will be educational and/or fall under a charitable purpose. Please describe the exact and estimated expenses that the funds will be used to support in detail. Attach additional materials and pages as necessary (e.g. registration flyers, purchase orders).

Documentation that will be provided

Describe below the anticipated documentation. Note that documentation must clearly support the expenses indicated above. A credit card receipt showing the amount is generally not sufficient documentation; if a credit card or non-itemized receipt is all that can be generated, groups should obtain a letter from the provider of the services indicating the amount and date of services provided. A record of participants shall be maintained and provided.

Contact Information of Requestor	Date of Request
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Internal Delphi Use

Disposition ? Approved ? Denied	Notes (reason for disposition, additional documentation required, etc.) <hr/> <hr/> <hr/> <hr/>
Date Disposition	

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Delphi Foundation Request for Encumbered Funds Release of Funds Request Form

This form must be submitted for approval by the Delphi Foundation's BOD **after** expenses are incurred. If a Pre-Approval form was not submitted, please submit one with this form. If an approved pre-approval form is on file with the Foundation and the supporting documentation provided with this form matches the anticipated documentation and is a qualified use as described in IRSC sc 501(c)3, the Delphi Treasurer may immediately release funds. If documentation, amounts, or activities differ from the Pre-Approval the Delphi Treasurer shall submit to the Foundation's BOD for final approval.

Name of Requestor	Name of Requesting Group	Total Amount Requested
Name of Fund(s). If more than one, give proportion/amount of request allocated from each.		Amount already Advanced

Approval

Please attach a copy of the approved pre-approval form (previous page) to this request.

Description of results

Describe the results of the activity for which the funds were used including lessons learned from educations experiences, persons benefited, etc.

Documentation

Describe and attach documentation supporting pre-approved expenses. Provide a list of all participants.

Contact Information of Requestor	Date of Request
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Internal Delphi Use

Disposition ? Funds Released ? Re-approval Required	Notes (reason for disposition, additional documentation required, etc.) _____ _____ _____
Date Funds Released or Response Issued	_____