

Guidelines for Disbursement of District 3 Funds to Clubs in Formation/New Clubs¹ for the 2018-2020 Biennium

1. Either a Sponsoring/Organizing/Mentoring (SOM) committee or a new club may request district funds to be used to organize a new club and/or conduct the chartering ceremony. The SOM committee or the new club may apply to the district governor for up to \$300.00 in district funds. The district treasurer will not send the money to the SOM committee unless and until the governor has approved the application.
2. The SOM committee or the new club must request the funds no later than 30 days after
 - (a) the chartering ceremony or,
 - (b) the date the decision is made to abandon the organizing effort.
3.
 - (a) District funds may not be used for expenses other than organizing the new club and/or holding the chartering ceremony.
 - (b) No new club or club in formation may receive more than a total of \$300.00 in district funds.
4. The request for funds must be accompanied by:
 - (a) a written plan outlining the steps to be taken to organize the club or conduct the chartering ceremony, including the anticipated timeline; and
 - (b) a written budget listing the anticipated expenses of the organizing effort, including the chartering ceremony.
5. When a new club is chartered, the new club or the SOM committee must send to the district treasurer the following documents no later than 30 calendar days after the chartering ceremony:
 - (a) receipts showing how the district's money was spent; and
 - (b) a report of the organizing effort.
6. If a new club is not organized as a result of the SOM effort, the SOM committee must send to the district treasurer no later than 30 calendar days after the decision to abandon the effort is made:
 - (a) receipts showing how the district's money was spent; and
 - (b) a report of the organizing effort.

¹ Clubs in formation are those in the process of being organized and have not been recognized as clubs by Zonta International. The date that ZI recognizes a club as official, i.e., a member of ZI, is the club's chartering date. The chartering ceremony is the event at which the club receives the charter document, the club's members are inducted, and the officers are installed.