

Dear Event Chairperson-

Thank you so much for volunteering to chair a GAP event. These events could not take place without the time and effort the chairs sacrifice to make them so successful. This letter will provide information regarding the process for receiving funds for events.

The last thing we would want is for a chair to be straining their own budgets in order to make purchases for an event. GAP has included funds for each event in the annual budget. These funds are there to be used for necessary items for the events. **Please do not feel that you can't use them - that's what they are there for.**

The GAP bylaws have certain requirements for receiving funds. These bylaws are based on requirements from the Archdiocese of Detroit. The GAP budget is audited by the parish finance committee and every penny must be accounted for.

There are several ways to obtain funds for your event:

1. Purchase items prior to the event, submit for reimbursement after purchase or after the event with your final event report, including all receipts. GAP treasurer will issue a check to the chair for reimbursements. This method may not be practical for large, more expensive events.
2. Request GAP funding directly to vendors during planning. If you have planned on making purchases through a specific vendor, request an invoice (an email from the vendor is also acceptable) stating costs. Forward to the GAP treasurer, the treasurer can issue a check directly to the vendor for the item. Submit the final receipts from the vendor with your after-event report.
3. Request GAP funding to the chairperson. If making purchases yourself (through Amazon or Costco, etc), provide the GAP treasurer with a list of items to be purchased and anticipated costs. The GAP treasurer will issue a check to the chair for the anticipated expenses. Please submit receipts to the treasurer.

The GAP Treasurer is Stefanie Boehler and she can be contacted at stefanie_mar@msn.com. There is a GAP box in the main office of the school to place reimbursement forms, receipts etc. Unfortunately, the treasurer cannot issue a check prior to the event without any documentation. While it might be easier to receive a check for your GAP budget funds prior to the event and spend as you plan, it simply is not allowed by GAP bylaws.

If adding additional fundraising events at or prior to your event, be sure to notify the GAP treasurer in advance. The GAP treasurer must account for all funds raised and expenses associated with the event. If you have any questions regarding funding, reporting or required forms, please contact the GAP Treasurer, Stefanie Boehler.

Sincerely,

Michele Colosi, GAP Secretary