

	FMCA POLICIES AND PROCEDURES	INDEX NO. 3012	APPROVAL LEVEL EB
	SUBJECT Chapter Anniversary Presentations	EFFECTIVE 5/15	SUPERSEDES 5/11
	SPECIAL DISTRIBUTION President's Handbook		

POLICY

To recognize each chapter's anniversary in five-year increments. This policy takes effect at the chapter's 5 year anniversary.

PROCEDURE

1. Chapter/Area/National Services maintains a list of chapter anniversary dates. The chapter anniversary date will be the date of the actual formation meeting as shown on the chapter charter.
2. Chapters celebrating their 5th, 10th, 15th, or 20th anniversary will receive a letter and certificate. Chapters celebrating their 25th anniversary will receive a letter, certificate, and a check for \$100. Chapters celebrating their 30th anniversary will receive a letter, certificate, and a check for \$150 with an additional \$50 added to the amount at every future five-year anniversary increment. Associate chapters will only receive letters and certificates.
3. Approximately six months in advance, FMCA will notify the National Vice President of the area of a chapter's upcoming anniversary. The National Vice President will contact the chapter requesting information for the purpose of sending the appropriate gift and schedule the request with FMCA.
4. Upon direction from the Area Vice President, the anniversary award is shipped to the appropriate person.
5. A copy of artwork and shipping information is filed in the chapter file.