

FLEX FUNDS

HOW-TO: 6 STEPS

If your office has accrued a Flex Funds balance, then you are able to help even more children! Use these guidelines as you plan your Flex Fund spending for the year.

- ☐ **#1 FEBRUARY/MARCH:** ALC Culture Committee meeting, let everyone know how much in Flex Funds your market center has to help children this year.
- ☐ **#2 APRIL:** At the weekly Business Meetings, hand out the voting sheet or QR code leading to Google Form for your agents. See sample in your Ambassador book.
- ☐ **#3 APRIL:** Post on your market center's private Facebook group how much you have in Flex Funds, and give them a way to contact you (or someone) to cast their vote(s) on which events to add to and/or which charities to help.
- ☐ **#4 APRIL:** Send an email to your agents with information on how to cast their vote, which events to add to and/or which charities to help.
- ☐ **#5 MAY:** Compile all votes to discuss in your next ALC or Culture Meeting.
- ☐ **#6 JUNE:** Make charity selection decisions in June.
Communicate all charity selections and dollar amounts to PPG and Marci.



Is there an organization
you would love for your
market center to support
through Flex Funds?
Scan this code to tell us more!