



## HGDP REPORT INSTRUCTIONS

This report should be a consolidated report, reflecting the combined expenditures of your Chapter.

HGDP funds are to be used solely for veterans' beneficial purposes. HGDP funds are NOT to be used for social events or building funds, or to fund non-veteran activities, such as 4H, Little League, rodeos, etc. We encourage financial and volunteer support to local ROTC and JROTC programs.

Fill in the top of the report indicating the report Fiscal Year period and the Chapter name.

**Description of Disbursements** – These are the categories of recognized, acceptable expenditures.

**Chapter Expenditures** – Combine the dollars spent by your chapter, if appropriate, into the respective category. **NOTE:** *Rounding off your figures is encouraged.*

**Total** – Add Chapter figures.

**Total** – this figure should approximately equal the total amount of HGDP grant funds received by the Chapter during the fiscal year. Note any carryover funds.

**Verification and Certification** – Have the certification signed by two officers and identify their titles.

**NOTE:** *Keep a master copy of these instructions as well as a copy of the report for future use. The report and the instructions will not be sent out on a regular basis, unless there is a change to the report or the instructions.*

**Report is due April 15.**

**Chapter HGDP REPORT for the PERIOD ENDING February 28 / 29**

Annual Report for Fiscal Year \_\_\_\_\_ Chapter \_\_\_\_\_

**Description of Disbursements** **Chapter Expenditure**

|   |       |
|---|-------|
| Meetings Expenses   | _____ |
| Local Veteran Service Rep Programs  | _____ |
| Publications/Newsletter Mailings/Notices, etc.  | _____ |
| Local PTSD & Substance Abuse Programs<br>(such AA, ALONON, NA)                                      | _____ |
| Local Travel to VVA or other<br>Veteran-sponsored Programs  | _____ |
| Website Development or<br>Veteran Programs  | _____ |
| Scholarships  | _____ |
| Local Homeless Veterans Program   | _____ |
| Veteran-awareness Programs/ Veterans<br>Activities in Local Community                               | _____ |
| Other legitimate local expenses<br>for operating Chapter or State<br>Council and Veterans' Programs | _____ |

**TOTAL** \_\_\_\_\_

**HGDP Grant Funds**

| <b>Amount Received</b> | <b>Amount Spent</b> | <b>Amount Carry-Over</b> |
|------------------------|---------------------|--------------------------|
| _____                  | _____               | _____                    |

**Verification and Certification**

The undersigned officers of Vietnam Veterans of America Chapter \_\_\_\_\_ certify that we have read the foregoing HGDP financial report, and to the best of our knowledge and belief, certify that the information contained herein is true, correct, and complete.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Print Name/Title \_\_\_\_\_

**NOTE: Chapters complete the form and send to Dick Southern - CSC 2<sup>nd</sup> Vice President, P. O. Box 68, Tuolumne, CA 95379 or [dick.southern@gmail.com](mailto:dick.southern@gmail.com)**