



**METROPOLIS OF ATLANTA**  
**PHILOPTOCHOS**  
**PHILANTHROPY GUIDELINES**  
UPDATED APRIL 5, 2013



- ALL REQUESTS FOR ASSISTANCE WILL BE CONFIDENTIAL.
- TYPE AND AMOUNT OF ASSISTANCE WILL BE CONFIDENTIAL .
- APPLICATIONS MUST BE SUBMITTED TO THE PHILANTHROPY CHAIR.
- APPLICATIONS WILL BE RESEARCHED FOR LEGITIMACY. IF WARRANTED, CONTACT WITH THE CHAPTER OR PARISH OF THE APPLICANT MAY BE MADE.
- METROPOLIS PHILANTHROPY COMMITTEE WILL CONSULT WITH THE NATIONAL PHILOPTOCHOS OFFICE IF NECESSARY FOR ADDITIONAL ASSISTANCE AND VERIFICATION OF ANY PAST ASSISTANCE GIVEN .
- ALL FINANCIAL ASSISTANCE ON ANY LEVEL OF PHILOPTOCHOS FOR EACH APPLICANT SHOULD BE DOCUMENTED .
- CHECKS WILL BE PAYABLE TO THE APPROPRIATE AGENCY ONLY, NOT TO APPLICANT, FAMILY MEMBER, ETC.
- THERE IS A \$1,000.00 LIMIT ON PHILANTHROPY ASSISTANCE FOR EACH CASE. REQUEST FOR ADDITIONAL ASSISTANCE WILL BE REVIEWED IF DEEMED NECESSARY.
- IF A FAMILY MEMBER OF THE PHILANTHROPY COMMITTEE APPLIES FOR ASSISTANCE, THE MEMBER WILL REMOVE THEMSELVES FROM DELIBERATION.
- THE METROPOLITAN SERVES AS THE ADVISOR TO THE PHILANTHROPY COMMITTEE.
- ALL REMAINING MONIES AT THE END OF THE CALENDAR YEAR IN THE PHILANTHROPY ACCOUNT SHALL CARRY OVER TO THE NEXT YEAR.

**\*\*REMEMBER....FIRST THE CHAPTER IS CONSULTED, THEN THE METROPOLIS!**

IF FURTHER ASSISTANCE IS NEEDED,  
THE METROPOLIS SHALL CONSULT NATIONAL ON BEHALF OF THE CHAPTER.